



## Wedding Protocol Director

### Event Information

**Taking the time to fill out a profile for your wedding will help us evaluate what you envision for your wedding day and how the staff at Rollins Rules® can help you. Weddings do not come in “one size fits all”. Yours is unique. It is your dream. We will do everything possible to help you live your dream.**

**Contact Person** \_\_\_\_\_

**Contact Phone** \_\_\_\_\_

**Best Time to Call** \_\_\_\_\_

**Contact e-mail** \_\_\_\_\_

**Date & Time of Ceremony** \_\_\_\_\_

**Location of Ceremony** \_\_\_\_\_

**Number of Attendants** \_\_\_\_\_

**Number in House Party** \_\_\_\_\_

**Ring Bearer** Y N

**Flower Girl** Y N

**Number of Invitations** \_\_\_\_\_

**Location of Reception** \_\_\_\_\_

**Distance from Ceremony to Reception** \_\_\_\_\_

**Hours Reserved for Reception** \_\_\_\_\_

**Type of Reception: Check all that Apply**

\_\_\_\_\_ **Receiving Line**

\_\_\_\_\_ **Seated Dinner – Number of courses** \_\_\_\_\_

\_\_\_\_\_ **Wine with each course**

\_\_\_\_\_ **Buffet Dinner**

\_\_\_\_\_ **Appetizer Buffet**

\_\_\_\_\_ **Beer and Wine**

\_\_\_\_\_ **Open Bar**

**Entertainment**

\_\_\_\_\_ **Dancing**

\_\_\_\_\_ **Name of Band** \_\_\_\_\_

\_\_\_\_\_ **Name of DJ** \_\_\_\_\_

**Guest Services**

\_\_\_\_\_ **Children are Welcome**

\_\_\_\_\_ **Children are Coming Anyway**

\_\_\_\_\_ **Child Care Provided during the Ceremony**

\_\_\_\_\_ **Activities Planned for Children during the Reception**

\_\_\_\_\_ **Special Accommodations for Older or Disabled**

\_\_\_\_\_ **Special Arrangements Planned for Blended Families**

## Wedding Party Preparation

Members of your wedding party are trained to your satisfaction in the following areas:

- \_\_\_\_\_ **Attendant Responsibilities**
- \_\_\_\_\_ **Dining Skills**
- \_\_\_\_\_ **Hosting Duties**
- \_\_\_\_\_ **Toasting Etiquette (Honor Attendants & Fathers)**
- \_\_\_\_\_ **Dance Floor Etiquette**

## Dance and Video

- \_\_\_\_\_ **First Dance Song Chosen**
- \_\_\_\_\_ **Dancing to First Dance Is Well Rehearsed**
- \_\_\_\_\_ **The Wedding Party Is Well Rehearsed for the Video**
- \_\_\_\_\_ **I understand that the video of a lifetime is done in one take.**

## Wedding Rehearsal

- \_\_\_\_\_ **Adequate Time Is Allotted for Ceremony Rehearsal**
- \_\_\_\_\_ **Location of Rehearsal Dinner** \_\_\_\_\_
- \_\_\_\_\_ **Number in Attendance** \_\_\_\_\_
- T**     **F**   **The rehearsal dinner has nothing to do with rehearsing.**
- T**     **F**   **I want to use this time to rehearse for the big day.**
- T**     **F**   **I realize this is not Hollywood, but practicing will help calm everyone's nerves.**

## **Security**

- Gift Table Security**
- Transportation of Gifts to Home**
- Gift Opening the Following Day**
- Security at the Bar**
- Transportation for Guests Who Overindulge**

## **Professional Staff**

- How to Handle Tipping the Wedding Professionals**
- The Wedding Professionals Will Be Dressed Appropriately**

## **All About the Bride**

**Please place a T or F next to each statement.**

- I love being in charge.**
- Micro-managing is fun.**
- I want to plan the event and delegate the duties.**
- I am confident that my wedding party will do as I ask.**
- My family will be no problem.**
- His family will be no problem.**
- I want to remember my wedding day.**
- Being exhausted is a natural part of being a bride.**
- If I want it done right, I have to do it myself.**
- I want my video to be as polished as possible in one take.**
- First prize on “America’s Funniest Home Videos” is my goal.**

\_\_\_\_\_ **Writing thank-you notes is a breeze.**

\_\_\_\_\_ **The prospect of writing thank-you notes makes me queasy.**

\_\_\_\_\_ **Just call me “Bridezilla”.**

### **Concepts to Consider**

**Your wedding day should be memorable and enjoyable. Relaxing is not a word that comes to mind, but the goal of Rollins Rules® is to take as much stress out of the actual event as possible.**

**No matter who is paying for it, the reception is the first official social function that you will host as a married couple. Your goal should be to assure that your guests are enjoying themselves.**

- **All eyes will be on you and your wedding party. Rollins Rules® will train you and your wedding party in the requisite social skills.**
- **Children can detract from adult social occasions. Rollins Rules® will provide entertainment and supervision for them.**
- **Adults with special needs may be in attendance. Rollins Rules® will see to their comfort.**
- **Gifts appear at the reception. Rollins Rules® will assure that they don't disappear.**
- **Overindulgence at the bar happens. Rollins Rules® security staff looks great in wedding attire.**

**Rollins Rules Etiquette and Protocol Consulting® is ready to meet your needs and provide multiple services on your very special day.**

**Rollins Rules Etiquette and Protocol Consulting®  
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