



1. COUPLE DETAILS

GROOM

Full Names & Surname

Preferred Name for Ceremony

Cell / WhatsApp

Email

BRIDE

Full Names & Surname

Preferred Name for Ceremony

Cell / WhatsApp

Email

2. WEDDING DETAILS

Wedding Date

Wedding / Appointment Time

Proceedings Start Time

Type

☐ Christian Ceremony

☐ Civil / Non-Religious

☐ Legal Marriage / Office

Language

☐ English

☐ Afrikaans

☐ Other

Dress Code (if applicable)

☐ Black Tie

☐ Formal

☐ Smart Casual

☐ Other

3. WEDDING / APPOINTMENT LOCATION

Location

☐ Wedding Venue

☐ Church

☐ Wed By Jaco Office

☐ Private Residence

☐ Other

Venue / Location

Physical Address

Town / City

Province



3. WEDDING / APPOINTMENT LOCATION - CONTINUED

Venue Contact Person

Venue Cell / WhatsApp

Wedding Coordinator / Contact

Cell / WhatsApp

4. SPECIAL ARRANGEMENTS / NOTES

Please tell us about any special arrangements, preferences or relevant information.

5. HOW DID YOU HEAR ABOUT WED BY JACO & TEAM?

- | | | |
|--|--|---|
| ☐ Google / Internet | ☐ Facebook | ☐ Other Social Media |
| ☐ Friend / Family | ☐ Previous Client | ☐ Wedding Venue |
| ☐ Wedding Supplier | ☐ Marriage Officer / Pastor | ☐ Other |

If referred, who may we thank?

6. IMPORTANT - PLEASE COMPLETE ALL APPLICABLE FIELDS

The information requested in this form has been included for a specific administrative or wedding-related purpose.
If you are unsure how to answer a question, please do not guess or leave it out. Contact us and we will gladly assist you.

7. BOOKING & PAYMENT - FOR OFFICE USE

Standard Wedding Service Fee: R2 800

Travel costs are additional where the allocated Marriage Officer must travel to the venue.
The applicable travel fee is determined according to the distance travelled.

Travel Fee (if applicable)

Total Fee



7. BOOKING & PAYMENT - FOR OFFICE USE - CONTINUED

Booking Fee Received

Booking Fee Date

Balance Outstanding

Balance Due Date

Marriage Officer Allocated

Marriage Officer Cell / WhatsApp

Booking Confirmed

☐ Yes

☐ No

Date

8. CLIENT CONFIRMATION

By submitting this form, the couple confirms that the information supplied is true and complete to the best of their knowledge.

This form records booking information and does not replace the separate Wedding Service Agreement or legal marriage documents.

Groom Full Name

Bride Full Name

Groom Signature (type or sign after printing)

Bride Signature (type or sign after printing)

Date

HOW TO COMPLETE AND RETURN THIS FORM

1. Download and save the PDF to your computer.
2. Open it in Adobe Acrobat Reader or another PDF program that supports forms.
3. Complete all applicable fields and save the completed file under a new name.
4. Return it by email to info@wedbyjaco.co.za or contact Jaco on WhatsApp.

WhatsApp: +27 83 414 5405 | facebook.com/WedByJacoTeam