

**— GENERAL INFORMATION**

Contact Name: \_\_\_\_\_

Phone# \_\_\_\_\_

Address: \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Phone#: \_\_\_\_\_

Wedding Date: \_\_\_\_\_

Entertainment Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_

Children in Attendance (Y/N): \_\_\_\_\_

**— RECEPTION HALL**

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone# \_\_\_\_\_

Function Room: \_\_\_\_\_

Do we have to provide music in other room(s) at any time? \_\_\_\_\_

If so, What, Where, and When \_\_\_\_\_

Address/Direction to the hall must be furnished at least 2 week prior to reception.

**— CEREMONY** (Only if using our services for ceremony)

Outside or Inside: \_\_\_\_\_

Microphone (Y/N): \_\_\_\_\_ Lapel or handheld: \_\_\_\_\_

Arrival/Seating music: \_\_\_\_\_

Processional Groomsmen Song: \_\_\_\_\_

Processional Bridesmaids Song: \_\_\_\_\_

Processional Bride Song: \_\_\_\_\_

Recessional: \_\_\_\_\_

**— Reception Musical Information**

Cocktail Music Style (if specific songs, please supply list of exact songs):

\_\_\_\_\_  
\_\_\_\_\_

Dinner Music Style (if specific songs, please supply list of exact songs):

\_\_\_\_\_  
\_\_\_\_\_

Open Dancing Music Style (if specific songs, please supply list of exact songs):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**— Memorable Events Details** (Not an exhaustive list. Feel free to add, omit, and customize)

Bridal Party Entrance Song: \_\_\_\_\_

Bride and Groom Entrance Song: \_\_\_\_\_

First Dance Song: \_\_\_\_\_

Last Dance Song: \_\_\_\_\_

Parent/Child Dance Song: \_\_\_\_\_ Names/Relation: \_\_\_\_\_

Parent/Child Dance Song: \_\_\_\_\_ Names/Relation: \_\_\_\_\_

Cake Cutting Song: \_\_\_\_\_

Anniversary Dance Song(s): \_\_\_\_\_

Garter Retrieval Song: \_\_\_\_\_

Bouquet Toss Song: \_\_\_\_\_

Garter Toss Song: \_\_\_\_\_

Bouquet/Garter winners Song: \_\_\_\_\_

Apron Dance Song(s): \_\_\_\_\_

Special Requests: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Reception Schedule**

Please do not feel held to include all events suggested above, nor held to an exact time. The sequence of these events is more important than the hard times. Shape this schedule to your liking.

Sequence	Time	Event SequenceEvent
		Ceremony
		Cocktail Hour
		Reception Start
		Introductions/Entrances
		First Dance
		Welcome Speech/toast
		Grace/Blessing
		Dinner (7:50-8:50)
		Toasts (during dinner)
		Parent Dances
		Open Dancing
		Cake Cutting
		Anniversary Dance
		Garter/Bouquet
		Apron Dance
		Open Dancing
		Last Call
		Last Dance

### — Wedding Party Information

Please list people in the order they will be introduced. You can choose a different song for the introduction of the Bride and Groom. Please write names in the exact way you would like them to be announced. The degree of formality is completely up to you.

Grandparents of the Bride/Spouse: \_\_\_\_\_

Grandparents of the Groom/Spouse: \_\_\_\_\_

Parents of the Bride/Spouse: \_\_\_\_\_

Parents of the Groom/Spouse: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Bridesmaid/Groomsman: \_\_\_\_\_

Flower Person: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Maid/Matron/Person of Honor (please circle): \_\_\_\_\_

Best Man/Person \_\_\_\_\_

Bride/Spouse and Groom/Spouse: \_\_\_\_\_