

**HORIZON BAND
WEDDING PLANNING GUIDE**

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Bride & Groom Information:

Bride: _____ Groom: _____

Current Address: _____

After wedding: _____

Home phone (bride): _____ (groom): _____

Work phone (bride): _____ (groom): _____

Email (bride): _____ (groom) _____

Fax number(s): _____ (cell) _____

Site/Vendor information:

Date of Function: _____ Location: _____

Address & Directions _____

Site Contact: _____ Ph: _____ email _____

Event Planner: _____ Ph: _____ email _____

Caterer: _____ Ph: _____ email _____

Photographer: _____ Ph: _____ email _____

Videographer _____ Ph: _____ email _____

Ceremony (Complete this section **only** if we are providing the music for ceremony)

Time: _____ Location*: _____

Instrumentation: _____

Will the ceremony be in the same room as the reception? Yes* ____ No ____

Musical Selections:

Pre-ceremony (general style): _____

Processional/Wedding Party (specific): _____

Processional/Bride (specific): _____

Recessional (specific): _____

Other: _____

*Note: If your ceremony is in the same room where the band will perform, please be sure to mention this to the band leader. Special set-up arrangements may be necessary in such a case.

Cocktail Hour:

Will you have a cocktail hour before your party begins? Yes ____ No ____

Will we be providing the music for your cocktail hour? Yes ____
No ____

Instrumentation requested: _____

From: _____ until _____ Location*: _____

If a piano is part of the instrumentation, will a piano be provided by the facility where the cocktail hour is taking place? Yes ____ No ____

*Note: If your cocktail hour is in the same room where the band will perform, please be sure to mention this to your band leader. This may necessitate an early equipment set-up, and in some instances this may require an additional charge.

Reception (dinner & dancing):

Hours (from) _____ (until) _____.

Will the reception be in the same room as the ceremony? Yes ____ No ____

Will the reception be in the same room as cocktails? Yes ____ No ____

Who is hosting the reception? _____

Hosts' relationship to the bride or groom? _____

Grand Entrance (Introductions into the ballroom)

_____ Bride & Groom only

_____ Parents first, then the Bride & Groom*

_____ Entire Wedding Party*

Other?(explain) _____

*If introducing parents, or entire wedding party, please provide a separate list. Print or type names in exact order of appearance. Please help us with pronunciation by including phonetic spellings of any difficult or tricky names.

Introduce Bride and Groom as: _____

Bride & Groom's First Dance:

Selection: _____ Artist _____

(Please note, if your selection is not on the band's songlist you will need to send us the CD with this song. At least 6-8 weeks lead time is generally needed for learning a special song.)

When will you have your first dance?

_____ Immediately after introductions

_____ After the meal

_____ Other (explain) _____

During the first dance, the Bride & Groom will be joined by:

_____ Bride & Groom will dance alone the entire song.

_____ Bride & Groom, Parents, then Wedding Party

_____ Bride & Groom, then Parents and Wedding Party all at once

_____ After wedding party, invite all guests to dance? Yes ____ No ____

Note: If there are special circumstances, such as divorced or remarried parents, which would affect either the Introductions or First Dance, please be sure to make your bandleader aware, and discuss any special arrangements.

Blessing:

If you are having a blessing(s), who will offer it and what is his/her relationship to Bride or Groom? _____

What type of meal are you having? Sit Down _____ Buffet _____

Toast(s) and/or welcomings:

If you are having toast(s) or welcoming(s), who will propose them, what is their relationship to bride or groom, and when will they make their speech?

1) _____ (relationship) _____ (when) _____

2) _____ (relationship) _____ (when) _____

3) _____ (relationship) _____ (when) _____

Cake Cutting:

When will you cut the cake? _____

Will the wedding cake serve as the dessert, or will there be a separate dessert course? _____

Father/Daughter Dance:

Do you want a special dance for the bride and her father? Yes ____ No ____

Song Selection*: _____ Time: _____

Do you want a special dance for the groom and his mother? Yes ____ No ____

Song Selection*: _____ Time: _____

*Note: We are happy to offer suggestions.

Garter and Bouquet:

Will you have the traditional bouquet toss? Yes ____ No ____

When?: _____ (approx. time) _____

Will you also have the traditional garter removal and toss? Yes ____ No ____

Do you want the male who catches the garter to place it on the leg of the female who catches the bouquet? Yes ____ No ____

Additional Information:

Are there any other special requests or announcements you would like for the emcee or band to incorporate into the festivities? (i.e. anniversaries, birthdays, apron dances, hora, mezinke, etc.) Please list below:

- 1) _____
—
- 2) _____
—
- 3) _____
—
- 4) _____
—

Musical Selections (our song list):

You may simply tell us your general preferences and just let us “work our magic!” If you prefer, however, you may place check marks next to a few songs on our list that you particularly like, or cross out songs that you don’t want played. We do prefer that, for the most part, you trust our experience in determining the songs that we feel will get your guests up and dancing.

Vendor Meals:

Will the band be provided meals during the party?* Yes _____ No _____

If yes, what will the meal consist of? _____

If yes, please be aware that Horizon will have a total of _____ band/crew members.

*Though it is not required, the band is generally provided some type of light meal during the event. If this is not possible, please let us know in advance so that we can make other provisions. Thank You.

And Finally:

If your caterer or event planner has prepared a detailed itinerary (time line), please be sure that you forward a “final” copy to us ahead of time. We are always happy to discuss this “game plan” with you and to make suggestions.

Thank you for taking the time to fill out all of this information. We hope it has been helpful to you, and we’re sure it will be very helpful for us! We are looking forward to a great party with you!