



WEDDING PLANNING GUIDE

CLIENT INFORMATION:

Bride: Groom:

Street Address:

City, State, Zip:

Bride-Home Phone: Groom-Home Phone:

Bride-Work Phone: Groom-Work Phone:

Bride-Cell Phone: Groom-Cell Phone:

Bride-Email: Groom-Email:

SITE/VENDOR INFORMATION:

Date of Function: Location:

Address/Directions (please use separate sheet if necessary):

Site Contact Name: Site Phone:

Site Email: Party Planner Name:

Party Planner Phone: Party Planner Email:

Caterer Name: Caterer Phone:

Caterer Email: Photographer Name:

Photographer Phone: Photographer Email:

Videographer Name: Videographer Phone:

Videographer Email:



WEDDING - PLANNING GUIDE

PAGE 2

CEREMONY: (Complete this section **only** if we are providing the music for the ceremony.)

Instrumentation:

Time: Location:

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 bandleader. Special set-up arrangements may be necessary.

COCKTAIL HOUR:

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

From: Until: Location:

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

Instrumentation requested:

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 bandleader. This may necessitate an early equipment set-up. And in some instances, this may require an additional charge.



RECEPTION (dinner & dancing):

Number Of Guests: 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 - Introduction(s) into the ballroom

- Bride & Groom only Parents first, then the Bride & Groom
 Entire Wedding Party Other? (Please explain)

Introduce Bride & Groom as:

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

Wedding Party Introductions:

FIRST DANCE:

Selection: Artist:

➤ **Note:** If your selection is not on the band's song list, you will need to send us the CD.
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

During the First Dance, the Bride & Groom will be joined by:

- Parents first, then wedding party Bride & Groom dance alone
 Parents and wedding party all at once Eventually invite all guests to dance

➤ **Note:** If there are special circumstances, such as divorced or remarried parents, which would affect either the Introductions or First Dance, please notify your bandleader and discuss any special arrangements.



BLESSING:

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

What type of meal are you having?

Sit Down:

Buffet:

TOAST(s):

If you are having toast(s) or welcoming(s), please answer the following:

- Who will propose them?
- What is their relationship to bride and/or groom?
- When will they make their speech?

Name

Relationship

When?

<u>Name</u>	<u>Relationship</u>	<u>When?</u>
<input type="text"/>		

CAKE CUTTING

When will you cut the cake?

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

GARTER AND BOUQUET:

Will you have the traditional bouquet toss?

Yes:

No:

If yes, 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:



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. (*See attached*)

MUSICAL SELECTIONS (our song list-see attached):

If you wish, you may place check marks next to songs on our song list that you particularly like, or cross out songs that you don't want played. (*Please cross out sparingly*)

We do prefer, however, that you trust our experience in determining the order of songs that we feel will get the crowd going. You may also choose to simply give us your general preferences and just let us "work our magic!"

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, mezinke, etc.)

Please list them below:



OUTDOOR RECEPTION:

If your reception will be outside, please note the following:

- Band must set up under a tent with the sides closed in on the back and both sides.
- Band must be able to set up on a flat-leveled stage or dance floor.
(We will not set up our equipment on the grass.)
- Band should be able to wheel their equipment in on a paved surface, not grass.
- You must have a storage area that is covered, where the band can place all their equipment.
- Band must be provided with a “hang area”, since there is usually only assigned seating at an outdoor reception.

VENDOR MEALS:

Will the band and crew be provided meals during the party? Yes: No:

➤ **Note:** If yes, we have twelve (12) total band members. *(10 performers + 2 sound technicians)*
Six (6) of our members are vegetarians.

➤ **Note:** Though it is not required, the band is frequently provided some type of 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 party planner has prepared a detailed itinerary of any sort, please make sure they forward a “**final**” copy to us.
(It’s always great for all vendors to be working from the same plan!)
- Thank you for taking time to fill out all this information. We know this planner is long, but we hope it has been helpful to you, and we’re sure it will be helpful to us!
- We are looking forward to a great party with you!

VERY IMPORTANT! Your contact information after your wedding will be:

Address

Phone

Email

--