



# Wedding Planner

*Please complete the following information and return it to us at least three weeks before your wedding reception.*

## General Information

Bride \_\_\_\_\_ Groom \_\_\_\_\_

Daytime Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_

Email \_\_\_\_\_ Date of event \_\_\_\_\_

Reception Start Time \_\_\_\_\_

Reception End Time \_\_\_\_\_

Ceremony Location \_\_\_\_\_ Ceremony Times: \_\_\_\_\_ to \_\_\_\_\_

Guest Arrival Time at Reception Site \_\_\_\_\_

Location of Reception (Please include driving instructions)

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

Address where event will be held \_\_\_\_\_

Phone # where event will be held \_\_\_\_\_

Wedding Coordinator (if any) \_\_\_\_\_ Ph # \_\_\_\_\_

Dress: Formal Black & White \_\_\_\_\_ Semi-formal \_\_\_\_\_ Casual \_\_\_\_\_

# Wedding Party

Maid/Matron of Honor \_\_\_\_\_

Bridesmaids \_\_\_\_\_

Best Man \_\_\_\_\_

Grooms men  
\_\_\_\_\_

Parents of the Groom \_\_\_\_\_

Parents of the Bride \_\_\_\_\_

**Are there any stepparents who will be a part of your reception - please note below.**

Stepmother of the Bride \_\_\_\_\_

Stepfather of the Bride \_\_\_\_\_

Stepmother of the Groom \_\_\_\_\_

Stepfather of the Groom \_\_\_\_\_

**Do you have someone from the wedding party handling introductions and announcements or would you like the band to take care of this? Please describe your expectations.**

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Is recorded music needed prior to the band start time?  
(eg. cocktail/dinner music)

If so, please describe: \_\_\_\_\_

## Traditional Events

Please mark the events you would like to make sure we announce. This will help us prepare ahead of time and plan the flow of events.

Wedding party introductions	yes____	no____
Entrance of Bride & Groom	yes____	no____
Receiving Line	yes____	no____
Beginning of Dinner	yes____	no____
Toast to the Bride & Groom	yes____	no____
(Person giving toast: _____)		
Cutting of the Cake	yes____	no____
Tossing the Bouquet	yes____	no____
Tossing the Garter	yes____	no____

## Traditional Dance Events

**Bride & Groom First Dance** Yes\_\_\_\_ No\_\_\_\_

Song Title \_\_\_\_\_

Please see song list for selections of live music. If you would prefer a recorded selection, please provide us with a CD.

**Father/Daughter and/or Mother/Son** Yes\_\_\_\_ No\_\_\_\_

Song Title \_\_\_\_\_

Wedding Party Dance Yes\_\_\_\_ No\_\_\_\_

Money Dance Yes\_\_\_\_ No\_\_\_\_ (Would you like more than one Money Song?)

Thank you for taking the time to complete the Wedding Planner. Please return it to us at least three weeks before your reception. If you have any questions, please call Steve Bloom at 1-866-447-2263.

**Congratulations and Best Wishes!**