

WEDDING CEREMONY & RECEPTION PLANNER

GENERAL INFORMATION	
Date of Wedding:	Number of Guests:
Bride's Name:	Groom's Name:
Bride's Email:	Groom's Email:
Bride's Cell:	Groom's Cell:
Ceremony Start/End Time:	Cocktail Hour Start/End Time:
Reception Start Time:	Reception End Time:
Name of Venue:	On Site Contact:
Address of Venue:	Venue Telephone:
	Venue Email:
Name of Coordinator:	Color Theme:
Coordinator Cell:	Emergency Contact:
Coordinator Email:	Emergency Cell:

BRIDAL PARTY INTRODUCTIONS		
<p>Please fill in the names of the wedding party if you would like to be introduced. If the pronunciation of the name is not obvious, please include a phonetic spelling. The wedding party is traditionally introduced in the following order, but feel free to re-arrange them as you wish.</p>		
Parents of the Bride:	Parents of the Groom:	
Are the parents to be introduced with the bridal party? (Please circle one) YES NO		
Flower Girl Name:	Ring Bearer Name:	
Bridesmaid	Escorted by	Groomsman
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Maid/Matron of Honor:	Best Man:	
Bride & Groom announced as:		
Other details:		

CEREMONY INFORMATION

Location of Ceremony:

Time of Ceremony:

Are we providing music for the ceremony: (Please circle one) YES NO

Will the ceremony be held in the same area as the reception? (Please circle one) YES NO

Name of Officiant:

Does the officiant require a microphone: (Please circle one) YES NO

Other details:

MUSIC FOR CEREMONY

EVENT	SONG TITLE	ARTIST
Processional 1 (Wedding Party)		
Processional 2 (Bride)		
Interlude (Unity Candle, Other)		
Recessional		

Special Notes:

COCKTAIL HOUR

Please describe the type of music you would like played during the cocktail hour. Examples include slow jazz, rat pack, soft rock, new age, chill, classic pop love songs, etc.

Will the cocktail hour be held in a different part of the venue? (Please circle one) YES NO

At what time should guests be asked to be seated for dinner?

SPEECHES/TOASTS

NAME	TITLE	START TIME

Name of person giving welcome message:

Name of person giving prayer:

What time is dinner served?

Is dinner a buffet, sit down or family style?

RECEPTION SCHEDULE & SONG CHOICES

EVENT	START TIME	SONG	ARTIST
Grand March			
Grand March (B&G)			
First Dance			
Cake Cutting			
Father/Daughter Dance			
Son/Mother Dance			
Dance Floor Kick Off			
Bouquet Toss			
Garter Toss			
Generations Dance			
Last Dance			
Last Call			

TOP 10 MUST PLAY LIST

Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

May guests request songs?

(Please circle one)

YES NO

Do you want any slow dances played?

(Please circle one)

YES NO

Any special instructions during dance segment of reception:

SONG REQUEST LIST

(Note: By default I always play the clean version of songs. Please indicate whether you prefer the explicit version of a particular song)

Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	
16)	
17)	
18)	
19)	
20)	
21)	
22)	
23)	
24)	
25)	
26)	
27)	
28)	
29)	
30)	
31)	
32)	
33)	
34)	
35)	
36)	

DO NOT PLAY LIST	
Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

Contact:

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