



Wedding Ceremony Planner

409-548-1415

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_____ *Sound Provided for Ceremony?*

Prelude Music (Pre-Ceremony background music)

Seating of the mothers

Processional song(s) for the bridal party

Processional song for the bride

Lighting of the unity candle

Prayer

Recessional

Other Information



Wedding Reception Planner

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Please take the time to fill out the following information. The day of your wedding party is special and it is helpful to have as much detail in advance to make sure that it goes as smoothly as possible.

Your Contact Information

Wedding Date: _____ Reception Date (if different): _____

Brides Name: _____

Phone (H): (_____) _____ Phone (W): (_____) _____

Cell: (_____) _____ Email: _____

Grooms Name: _____

Phone (H) (_____) _____ Phone (W): (_____) _____

Cell: (_____) _____ Email: _____

Where will you be Honeymooning? _____

Location Information

Ceremony Location: _____

Start Time: _____ End Time (Approx.): _____

Address: _____

Reception Location: _____

Start Time: _____ End Time: _____

Address: _____

Room Name: _____ Floor: _____ Elevator Available? Y/N

Contact Name at Location: _____ Phone: (____) _____

What is the theme of your reception? _____

Approximate number of guests: _____ Wedding Colors: _____

Other Wedding Professionals

Photographer: _____ Phone: (____) _____

Time Limits _____

Videographer: _____ Phone: (____) _____

Time Limits _____

Wedding Coordinator: _____ Phone: (____) _____

Caterer: _____ Phone: (____) _____

Grand Introduction

(Check any that apply)

_____ *No Introductions*

_____ *Introduce Bride & Groom only as they enter reception*

_____ *Introduce Bride & Groom with the Wedding Party*

_____ *Bride & Groom Introduce Wedding Party*

What music would you like played to introduce the Wedding Party? _____

Note: You may choose to pick separate music for each Wedding Party couple or person.

What music would you like played to introduce you as Husband and Wife (can be same as Wedding Party intro music)? _____

Would you like to say something special about each member of your Wedding Party? **Y/N**

Please give a phonetic spelling for any names that may be difficult to pronounce.

Examples: Mr. And Mrs. John Doe John and Jane Doe COL and Mrs. John Doe

Parents (Stepparents) of Bride:

_____ & _____

Parents (Stepparents) of Groom:

_____ & _____

Ring Bearer & Flower Girl:

_____ & _____

Groomsmen & Bridesmaids:

_____ & _____

_____ & _____

_____ & _____

_____ & _____

_____ & _____

Best Man & Maid/Matron of Honor:

_____ & _____

How would you like to be introduced? _____

Examples: Mr. & Mrs. John Doe John & Jane Doe LT and Mrs. John Doe

Dinner

(Check any that apply)

- No dinner*
- Dinner to be served at guests' tables*
- Dinner to be served buffet style*
- Dinner music to be played?*

Will someone be saying the blessing? **Yes/No** If so, who? _____

For buffets, we are often asked to release tables. We can simply release tables at our own discretion, by table number or table name, or we can entertain as we release tables. We have several entertaining ways to release tables.

For the Mild Buffet, we have each table do a simple task such as answer a miscellaneous or Bride/Groom trivia question, have them play Name That Song or Name that TV Show, or perhaps have them sing or hum a song or TV Show theme.

- Would you like us to announce the releasing of the tables for buffet?
- Simply release tables'
- Mild Buffet

Background/Dinner Music

The entertainment actually starts when the first guest arrives. The style and type of background and dinner music can set the tone for the rest of the event. Following is a list of music styles and types you can choose from. Feel free to choose more than one.

- | | | |
|--|--|---|
| <input type="checkbox"/> <i>Classical Guitar</i> | <input type="checkbox"/> <i>Classical Piano</i> | <input type="checkbox"/> <i>Light Classical</i> |
| <input type="checkbox"/> <i>Big Band/Swing</i> | <input type="checkbox"/> <i>Adult Contemporary</i> | <input type="checkbox"/> <i>Jazz</i> |
| <input type="checkbox"/> <i>Classic Country</i> | <input type="checkbox"/> <i>Guitar Love Songs</i> | <input type="checkbox"/> <i>Country</i> |
| <input type="checkbox"/> <i>Variety</i> | <input type="checkbox"/> <i>Classic Standards</i> | <input type="checkbox"/> <i>Piano Love Songs</i> |
| <input type="checkbox"/> <i>Crooners</i> | <input type="checkbox"/> <i>Contemporary Christian</i> | <input type="checkbox"/> <i>Oldies-50's/60's</i> |
| <input type="checkbox"/> <i>Light Rock</i> | <input type="checkbox"/> <i>Easy Listening</i> | <input type="checkbox"/> <i>Honeymoon Related</i> |
| <i>Other (Please Specify) _____</i> | | |

Traditionally, the Bride and/or Groom speak and thank people for coming. Would you like to do this? **Yes/No**

_____ *After Introductions* _____ *Before/After First Dance* _____ *Before/After Toast*
_____ *Before/After Cake Cutting* _____ *Other* _____

Getting the Bride & Groom to Kiss

Traditionally, guests tap dishes or glasses for the Bride & Groom to kiss. You could do something unique and have me announce that the guests must show you how to kiss and/or you may nominate a couple to kiss in your place.

Toast

Note: There will be a wireless microphone ready for you to use for any toasts.

Would you like me to announce the toast and/or the person (people) giving the toast? **Yes/No**

Name(s) and phonetic spelling: _____

Are you having a Champagne toast? **Yes/No** If Yes, is everyone having Champagne? **Yes/No**

Guests will toast with what they have: **Yes/No**

Would you like to respond to the Toast? **Yes/No**

Would you like me to ask if any of your guests would like to make a toast or say something to the Bride and/or Groom? **Yes/No**

Cake Cutting

_____ *would you like me to announce the cake cutting?*

_____ *Would you like any music played during the cake cutting?*

What song would you like played during the cake cutting? _____

Would you like us to cut the cake for you? (Extra fee involved) **Yes/No**

Additional notes for cake cutting. (Example: Face Smooshing)

First Dance

The first dance is a special dance for just the Bride and Groom. It is usually a song with special meaning between the two of you.

Music for first dance: _____

Additional notes for first dance. (Example: Have everyone join you on the floor after first verse.)

?

Father/Daughter and Mother/Son Dances

Traditionally, the Father/Daughter dance is first between these two dances or they can be combined. It is usually the second song of the evening and it usually conveys a meaning of love between a parent and a child.

_____ *Father/Daughter Dance only*

_____ *Mother/Son Dance only*

_____ *Father/Daughter and Mother/Son Dance separately*

_____ *Father/Daughter and Mother/Son Dance combined*

_____ *Other spotlight dance* _____

Music for Father/Daughter Dance: _____

Music for Mother/Son Dance: _____

OR, music for the combined dances: _____

Music for other spotlight dance: _____

Additional notes for Father/Daughter and Mother/Son Dances:

Wedding Party Dance

Traditionally, the next song of the evening is when the entire wedding party is invited onto the dance floor to join the Bride and Groom. It usually conveys a meaning of friendship.

Music for Wedding Party dance:

Dollar / Best Wishes Dance

The Dollar / Best Wishes Dance is a tradition of guests wishing the Bride and Groom well by donating money or writing their Best Wishes on a note card to take a turn dancing with the Bride and/or Groom. Would you like to do the Dollar / Best Wishes Dance? **Yes/No**

Additional notes for Dollar / Best Wishes Dance: (Who is collecting and how)

Anniversary Dance

This dance is a tradition to honor those who have been married especially those who have been married the longest. We will play a song or two as I work my way through the married couples dancing on the dance floor and talk to them. I will ask who has been married less than 5 years, then 5 to 10 years, 10 to 15 years, etc. We will honor the couple that has been married the longest.

Would you like to do the Anniversary Dance? **Yes No**

Additional notes for the Anniversary Dance. (Example: Gift for longest married couple or applause)

Bouquet and Garter Toss

This can be combined with the Anniversary Dance by giving away the bouquet to the couple that has been married the longest and/or giving the garter to the couple that has been married the least.

_____ *Would you like to do the bouquet and garter tosses?*

_____ *would you like to combine this with the Anniversary Dance?*

_____ *Would you like to do a garter placement?*

_____ *Is there an age restriction for the garter placement? Age _____*

Note: if there is no age restriction, we can have a slow song ready for a dance in case of a large age difference.

Music for bouquet toss: _____

Music for garter removal: _____

Music for garter placement or dance: _____

Additional notes for bouquet and garter tosses: _____

Farewell Dance

Your guests can be organized in a circle around the Bride and Groom or be asked to dance along with the final song. Would you like to do this? **Yes No**

Music for the farewell dance: _____

Reception Music

Please rate from 1(lowest) to 10(highest) the types of music you would like played at your occasion. Please also put a line through any formats you would not like played. Different selections can have the same rating. Example: Top 40 and Pop could both be rated a 9

____ Big Band/Swing ____ Oldies 50's/60's ____ Classic Rock ____ 70's Funk/Disco

____ R&B/Soul ____ Top 40 ____ Hard Rock ____ Motown ____ Dance Club

____ Country ____ Alternate Rock ____ Classic Country ____ Old Skool Rap

____ 80's Retro ____ Pop ____ Rap ____ Hip Hop

Other (Please specify) _____

Interactive Dances

____ Chicken Dance ____ Hokey Pokey ____ YMCA Skit ____ Conga Line/Limbo

____ Electric Slide ____ Cha Cha Slide ____ Other _____

Your Requests

Please write down 10 - 15 songs or artists you want to dance to. These are "must plays":

Please write down what songs or artists you do **NOT** want played:

Please write down any songs or artists you wish not to hear but are ok if requested.

Odds & Ends

Any sensitive subjects:

Any birthdays, anniversaries or other special occasions that you would like announced?

Additional notes for anything else:
