



CUSTOMER AND VENUE CONTACTS

Bride's Name _____

Email _____

Phone _____

Address _____

City, ST, Zip _____

Groom's Name _____

Email _____

Phone _____

Address _____

City, ST, Zip _____

Venue Name _____

Contact Person _____

Email _____

Phone (office) _____ (cell) _____

Address _____

City, ST, Zip _____

Time Venue Available for Setup _____

Stage Location _____

******Minimum Requirements: Space: 12' wide x 4' deep. Electrical: 2 standard 110v grounded outlets**



RECEPTION TEAM

Wedding Planner _____

Email _____

Phone _____

Photographer _____

Email _____

Phone _____

Caterer _____

Email _____

Phone _____

Videographer _____

Email _____

Phone _____

Photo Booth _____

Email _____

Phone _____



RECEPTION DETAILS

Day, Date of Wedding _____

Time Guests Arrive _____

Time Wedding Party Arrives _____

Time Dinner Served _____

Time for Last Call _____

Time Reception Ends _____

Time Photographer Leaves _____

Wedding Colors _____

Uplighting Colors _____

Number of Guests _____

Approximate Number of Guests _____

DJ Attire (circle one) _____ Tuxedo _____ Suit _____ Shirt & Tie _____ Casual _____

Grace Before Meal? _____ Who? _____

Hors d'oeuvres _____

Dinner: Buffet Style or Served? _____

How Shall Tables Be Dismissed? _____

Complimentary Beverages _____

Cash Bar? _____

Other Activities _____

Additional Notes _____



RECEPTION ACTIVITIES

*Left column is a list of potential activities
 List a tentative order of activities in right column*

Guest Welcome	1. _____
Family Introductions	2. _____
Grand Entrance of Wedding Party	3. _____
Cutting of the Cake	4. _____
Reading of "The Love Story"	5. _____
Best Man Toast	6. _____
Maid/Matron of Honor Toast	7. _____
Additional Toasts (please list separately)	8. _____
Grace	9. _____
Dinner	10. _____
Slide Show	11. _____
Newlywed Shoe Game	12. _____
Bride and Groom First Dance	13. _____
Father/Daughter Dance	14. _____
Mother/Son Dance	15. _____
Wedding Party Dance	16. _____
Longest Married Dance	17. _____
Bouquet Toss	18. _____
Garter Toss	19. _____
Sorority Serenade	20. _____
Fraternity Serenade	21. _____
Honeymoon (Money/Dollar) Dance	22. _____
Last Dance	23. _____
Send Off	24. _____
Other	25. _____



SPECIAL MUSIC

SOCIAL COCKTAIL MUSIC (CHECK ALL THAT APPLY)

- Traditional Jazz With Vocals (F.Sinatra, L.Armstrong, T.Bennett)*
- Contemporary Jazz With Vocals (M.Buble, D.Krall, H.Connick, N.Jones, Etc.)*
- Instrumental Jazz/New Age (Kenny G, C.Botti, J.Coltrane, Etc.)*
- Classical (J.Groban, A.Bocelli, Il Divo, Mannheim Steamroller, Etc.)*
- Light Pop Favorites*
- Other* _____

BRIDE AND GROOM FIRST DANCE

Title _____
Artist _____
Significance of Song _____

FATHER/DAUGHTER DANCE

Title _____
Artist _____

MOTHER/SON DANCE

Title _____
Artist _____

WEDDING PARTY/FAMILY DANCE

Title _____
Artist _____

SONGS FOR SPECIAL ACTIVITIES

Wedding Party Introduction _____
Bride and Groom Grand Entrance _____
Cake Cutting _____
Bouquet _____
Garter _____
Longest Married Dance _____
Last Dance _____
Send Off _____



BRIDE PROFILE

Bride's Name _____

Mailing Address _____

City, ST, Zip _____

Email Address _____

Phone Numbers _____

Father's Name _____

City of Residence _____

Mother's Name _____

City of Residence _____

Number of Years Married _____

Maternal Grandparents (attending) _____

City of Residence _____

Number of Years Married _____

Paternal Grandparents (attending) _____

City of Residence _____

Number of Years Married _____

Siblings NOT in Wedding Party _____

Education _____

Employment _____

Hobbies/Passions/Interests _____



GROOM PROFILE

Groom's Name _____

Mailing Address _____

City, ST, Zip _____

Email Address _____

Phone Numbers _____

Father's Name _____

City of Residence _____

Mother's Name _____

City of Residence _____

Number of Years Married _____

Maternal Grandparents (attending) _____

City of Residence _____

Number of Years Married _____

Paternal Grandparents (attending) _____

City of Residence _____

Number of Years Married _____

Siblings NOT in Wedding Party _____

Education _____

Employment _____

Hobbies/Passions/Interests _____



THE LOVE STORY

TO BE READ DURING THE CUTTING OF THE CAKE

When did you meet? _____

Where did you meet? _____

Who introduced you? _____

What first caught your attention? _____

How old were you when you met? _____

Where did you go on your first date? _____

When did you realize he/she was "the one?" _____

When was the proposal? _____

Where did you propose? _____

Describe the proposal _____

Any additional notes of interest? _____



THE WEDDING PARTY
INTRODUCTION WORKSHEET

MAID/MATRON OF HONOR (circle one)

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____

BEST MAN

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____



**THE WEDDING PARTY
INTRODUCTION WORKSHEET**

BRIDESMAID

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____

GROOMSMAN

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____



**THE WEDDING PARTY
INTRODUCTION WORKSHEET**

BRIDESMAID

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____

GROOMSMAN

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____



**THE WEDDING PARTY
INTRODUCTION WORKSHEET**

BRIDESMAID

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____

GROOMSMAN

Name _____ Phonetic Spelling _____

Relationship to Couple _____

City of Residence _____

Education/Employment _____

Family _____

Zinger _____

Voted Most Likely To... _____



**THE WEDDING PARTY
INTRODUCTION WORKSHEET**

List members of the Wedding Party in order, starting with Maid/Matron of Honor & Best Man

Maid/Matron of Honor _____ Best Man _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Jr. Bridesmaid _____ Jr. Groomsman _____

Flower Girls _____ Ring Bearers _____

Ushers _____

How shall the Bride and Groom be introduced?

(Mr. & Mrs., First names and last name, or "Here come the last name")



USHERS

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____

FLOWER GIRL

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____

RING BEARER

Name _____ Phonetic Spelling _____

Hometown _____

Relationship to Couple _____