

All Event Entertainment

WEDDING PLANNER

Print this form, fill in all items that apply and give it to us at your first meeting. This is a very comprehensive wedding planner and some items may not apply, just leave those items blank.

Client's Name:

Home Phone:

Work Phone:

Cell Phone:

Hall Name:

Hall Phone:

Hall Address:

City:

State:

Zip Code:

Hall contracted until what time?

Guest's Arrival Time?

Dinner Time:

General Information - Check all that applies

Number of Expected Guests:

Will there be a wedding coordinator?

YES NO

If Yes, Name / Phone:

Will the best man be giving the traditional toast?

YES NO

Will anyone else be giving a toast?

YES NO

If Yes, Name:

Will there be Champagne?

YES NO

Will there be a blessing of the meal?

YES NO

If Yes, by whom:

Will bride toss bouquet?

YES NO

Will groom toss garter?

YES NO

Will there be a Dollar Dance?

YES NO

Announce the cutting of the cake?

YES NO

Will there be a Photographer?

YES NO

Will there be a Videographer?

YES NO

Are there any special dedications?

YES NO

If yes, who will announce?

DJ Other

PLEASE NOTE: If you would like your DJ to announce your special dedications, PLEASE provide a typed statement at least two weeks prior to your reception.

DEDICATION SONGS:

Song: Artist:

Song: Artist:

Song: Artist:

Wedding Party Introductions

Would you like the parents announced?

YES NO

The parents of the bride, **Mr. & Mrs.**

The parents of the groom, **Mr. & Mrs.**

Will the wedding party be announced?

YES NO

The flower girls,

The Ring Bearer,

Bridesmaid Escorted by Groomsman

Bridesmaid Escorted by Groomsman

Bridesmaid Escorted by Groomsman

Bridesmaid Escorted by Groomsman

Bridesmaid Escorted by Groomsman

Bridesmaid Escorted by Groomsman

Maid of Honor Escorted by Best Man

Bride Groom

Would you prefer to be introduced by your first names or **Mr. & Mrs.**

The Proceedings

Note: This is only a recommendation! It is to help guide you with planning and remind you of several events that take place during most wedding receptions. Remember, this is your day and you may organize your reception in any order that you wish! You may include or exclude any of the proceedings listed below, These are merely standards that take place at most traditional wedding receptions.

Also note, to the right of "**Usual chain of events**" I have left space for you to include the **time** that you would like for the particular event to occur. This is only for your own organization to help you better with your planning, invitations, or amount of time you may need to contract the hall or your DJ. Also, please realize that despite how hard you try to keep things on time, there is often that extra toast, dance or dedication that may hold up a specific portion of your event.

Usual chain of events:

Time:

Guest begin to arrive	<input type="text"/>
Cocktails	<input type="text"/>
Introduction of the bridal party	<input type="text"/>
Bride & Groom dance	<input type="text"/>
Father & Daughter dance	<input type="text"/>
Mother & Groom dance	<input type="text"/>
Bridal party dance including Bride & Groom	<input type="text"/>
Best Man's toast	<input type="text"/>
Before dinner Prayer	<input type="text"/>
Dinner	<input type="text"/>
Open dancing for 45 minutes - 1 Hour	<input type="text"/>
Cake Cutting	<input type="text"/>
Bouquet & Garter toss	<input type="text"/>
Honeymoon dance (Dollar dance)	<input type="text"/>
Dance the night away!	<input type="text"/>

This is only the "Usual chain of events". You can **include**, **exclude** or **add** whatever you wish.

The Songs

Wedding Party Introductions

Song: Artist:

Bride & Groom Song (First Dance)

Song: Artist:

Father & Daughter Song

Song: Artist:

Mother & Groom Song

Song: Artist:

Bridal Party Song

Song: Artist:

Cake Cutting Song

Song: Artist:

Bouquet Toss Song

Song: Artist:

Garter Toss Song

Song: Artist:

Dollar Dance Song

Song: Artist:

Song: Artist:

Song: Artist:

Song: Artist:

Song: Artist:

