

# MB Music Services - *Wedding Planner*

Telephone: (908) 218-1926

E-mail: [weddings@MBMusicServices.com](mailto:weddings@MBMusicServices.com)

Please fill out these forms and return them to us no later than 30 days before the wedding. Plan to go over your completed document with us no later than 2 weeks before the event. This will give both of us opportunities to answer each other's questions so there are no surprises!

## General Information

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date Of Wedding: \_\_\_\_\_ Number of guests: \_\_\_\_\_

Address of Bride/Groom (circle one) where we can send correspondence prior to the wedding:

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

Address after wedding: \_\_\_\_\_

\_\_\_\_\_

Will you need us to play music for the wedding ceremony? ( ) Yes ( ) No

Will the wedding ceremony be held at a different location? ( ) Yes ( ) No

If yes, name & location of wedding ceremony: \_\_\_\_\_

\_\_\_\_\_

What is the approximate travel time from the ceremony to the reception? \_\_\_\_\_

Ceremony start time: \_\_\_\_\_ Ceremony end time: \_\_\_\_\_

Location of reception (name & address): \_\_\_\_\_

\_\_\_\_\_

Contact person at reception hall: \_\_\_\_\_ Phone number: \_\_\_\_\_

Reception start time: \_\_\_\_\_ Reception end time: \_\_\_\_\_

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## General Information (continued)

Will you have a Cocktail Hour? ( ) Yes ( ) No If yes, starting at what time? \_\_\_\_\_

Please skip the following questions if there will not be a Cocktail Hour.

Will you need us to play music during the cocktail hour? ( ) Yes ( ) No

Will the Cocktail Hour be held in a different room than the reception? ( ) Yes ( ) No

Will there be dancing during the cocktail hour? ( ) Yes ( ) No

Dinner Style: ( ) Buffet ( ) Sit Down ( ) Other \_\_\_\_\_

If buffet style, will the caterer take care of sending tables up to the buffet? ( ) Yes ( ) No

If not, should the bridal party be invited to the buffet first? ( ) Yes ( ) No

Will there be dancing during dinner? ( ) Yes ( ) No

**NOTE: Please check with your caterer to make sure that dancing is permitted while dinner is being served. Many facilities consider this a hazard, and may delay your guests being served!**

Will someone be doing a prayer/blessing? ( ) Yes ( ) No

If Yes, who? \_\_\_\_\_

Will someone be doing a toast? ( ) Yes ( ) No

If Yes, who? \_\_\_\_\_ Relationship \_\_\_\_\_

Please indicate a person who has decision-making authority that we may go to at the reception so we don't have to bother the Bride & Groom (usually a parent or Best Man, etc.).

Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

We normally wear formal attire. If you would like us to wear something else please indicate:

( ) Semi Formal – Suit/Tie ( ) Casual- Dockers/Dress Shirt ( ) Other \_\_\_\_\_

To help us select music that best suits your event, please indicate the approximate **number** or **percentage** (circle one) of guests in each age group:

\_\_\_\_ Children \_\_\_\_ Teens \_\_\_\_ 20-30 years \_\_\_\_ 30-40 years \_\_\_\_ 40-50 years \_\_\_\_ Over 50

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## Music

Please Indicate The Type(s) Of Music You Would Like (if more than one please circle):

	Jazz or New Age	Hip Hop or Reggae	Soft or Hard Rock	Disco or R&B	Country	Pop or Club	Swing & Big Band	Latin (Salsa, etc)	Ball-room	DJ's Choice
Receiving Line/ Cocktails										
Dinner										
General Dancing										
We DO NOT want										

## Special Music

*Please fill in the next section only if you need us to play music during the ceremony...*

Artist

Title

Bridal Party Processional \_\_\_\_\_

Bride's Processional \_\_\_\_\_

Bride & Groom Recessional \_\_\_\_\_

*Please fill in for any activities you plan to include...*

Entrance (Parents/Grandparents) \_\_\_\_\_

Grand Entrance (Wedding Party) \_\_\_\_\_

Grand Entrance (Bride & Groom) \_\_\_\_\_

Bride & Groom's First Dance \_\_\_\_\_

Bridal Party Dance \_\_\_\_\_

Father/Daughter Dance \_\_\_\_\_

Mother/Groom Dance \_\_\_\_\_

Bride/Groom's Father Dance \_\_\_\_\_

Groom/Bride's Mother Dance \_\_\_\_\_

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## Special Music (continued)

*Please fill in for any activities you plan to include...*

	Artist	Title
Cake Cutting	_____	_____
Bouquet Toss	_____	_____
Garter Removal	_____	_____
Garter Toss	_____	_____
Garter Placement	_____	_____
Anniversary Dance	_____	_____
Dollar Dance	_____	_____
Bride & Groom's Last Dance	_____	_____
Last Dance	_____	_____
Other	_____	_____

**Please indicate any Line or Ethnic Dances you would like to have:**

- ( ) Electric Slide   ( ) Cha-Cha Slide   ( ) Macarena                      ( ) Cotton Eyed Joe  
( ) Hokey Pokey   ( ) Chicken Dance   ( ) Hora or Tarantella   ( ) Other: \_\_\_\_\_  
( ) Boot Scootin' Boogie

**Please list any music for sing along that you would like us to play and which guest will either sing or lead it:**

Leader	Artist	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



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## Other

**Are any other special events planned during the reception (for example, a vocal performance by guest, relative or member of the wedding party)?** (  ) Yes (  ) No

If Yes, please provide details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any Other Comments Or Special Requests? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The following page is the “**Wedding Festivity Planner**”, which pertains to the order in which you would like events to take place. The list shown is comprised in a traditional order. If you wish to do things in a different order, please place a number next to each event in the order you choose, starting with number “1” for the first event. The start and finish times are an estimate only. We try to stick to the schedule as close as we can in order to get all the festivities in. If there is an event listed that you would not like to have, please cross it off the list. If there is an event you would like to have that isn’t listed, please use the blank spaces.

Following the “**Wedding Festivity Planner**” are 2 separate “**Grand Entrance Worksheets**”. The first sheet is a traditional entrance format. The second sheet is a custom entrance format. You would use the second sheet only if you have special circumstances or wish a non-traditional format. Example: Father of Groom and Stepmother, Mother of Groom being escorted by “ ”. The order you place the bridesmaids and groomsmen on the list is: The furthest seated from the Bride & Groom at the head table are placed on the list first. The second furthest bridesmaid and groomsman from the Bride & Groom go on the list second, etc., etc., etc... Remember this pertains **ONLY** to the people sitting at the head table. This keeps the flow going to the head table smooth and organized. Any questions please feel free to call us!

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## Festivity Timing

This is an example of a popular order of events. You may modify the order by numbering each event in the order you would like. If an event isn't listed that you would like to have, please write it in and assign a number to it. If there is an event listed that you don't wish to include, just cross it off the list.

Order	Event	Start Time	End Time
	Receiving Line		
	Cocktails		
	Bridal Party Introduction		
	Prayer/Blessing		
	Toast		
	Dinner		
	Cake Cutting		
	First Dance		
	Bridal Party Dance		
	Bride/Father Dance		
	Groom/Mother Dance		
	General Dancing		
	Anniversary Dance		
	Bouquet Toss <i>(please indicate age limit, if any)</i>		
	Garter Removal <i>(please indicate age limit, if any)</i>		
	Garter Toss		
	Garter Placement		
	Dollar Dance		
	Final Dance / End of Reception		

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## Grand Entrances

Who	How To Introduce	Phonetic Pronunciation
<i>Example: Bride's Parents</i>	<i>Mr. And Mrs. Pronunciation</i>	<i>Pro-none-see-a-shun</i>
<b>Bride's Grandmother</b>		
<b>Bride's Grandfather</b>		
<b>Groom's Grandmother</b>		
<b>Groom's Grandfather</b>		
<b>Bride's Mother</b>		
<b>Bride's Father</b>		
<b>Groom's Mother</b>		
<b>Groom's Father</b>		
<b>Flower Girl</b>		
<b>Ring Bearer</b>		
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		

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## Grand Entrances

Who	How To Introduce	Phonetic Pronunciation
<i>Example: Bride's Parents</i>	<i>Mr. And Mrs. Pronunciation</i>	<i>Pro-none-see-a-shun</i>
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		
<b>Bridesmaid</b>		
<b>Escorted By Groomsman</b>		
<b>Maid/Matron Of Honor</b>		
<b>Escorted By Best Man</b>		
<b>Bride &amp; Groom</b>		

**Thank you very much for your time in completing this planner!**

If you have any suggestions for changes to this planner, either information to add or ways to make it easier to use, we always welcome your feedback. Of course, if we can be of further assistance with your wedding planning process, please do not hesitate to contact us at any time for suggestions or advice. We have many years of experience and would be happy to discuss any ideas (of ours, or yours!) with you. We can be reached at (908) 218-1926, or eMail [weddings@MBMusicServices.com](mailto:weddings@MBMusicServices.com).

If you would like additional information on our special lighting or Karaoke packages to add to your festivities, please let us know.

Sincerely,

*Michelle & Bob, MB Music Services*

