



MUSIC MACHINE

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Wedding Reception Planner

This planner will help me and you to coordinate your event.
Please fill out all questions and return it to me at least one month before your reception.

CLIENT INFORMATION

Name _____
Address _____
City, ST Zip , _____
Home Phone _____
Fax _____
Pager _____

Work Phone _____
Mobile _____
Email _____

BRIDE & GROOM INFORMATION

Bride _____
Home Phone _____
Groom _____
Home Phone _____

Work Phone _____
Work Phone _____

EVENT INFORMATION

Date _____
Time to _____
Can Begin Setup At _____
Location _____
Address _____
City, ST Zip , _____
Phone _____
Contact Person _____

Will Be Setup By _____
Room _____
Fax _____

ORDER OF EVENTS

Below is a list of events which may take place at your reception.

Please list by numerical order all of the events that you would like performed or announced at your reception.

Introduce the Wedding Party
Provide the names in the order they will be announced on a separate sheet.

Introduce the Bride & Groom

Receiving Line

Dinner/Buffer

Toast to the Bride & Groom
Name of Person Giving Toast

Cake Cutting

First Dance

Bouquet Toss

Garter Toss

Money Dance

SPECIAL MUSIC

Bride & Groom's First Dance

Specific Song (Artist & Title) _____

Father & Bride's Dance

Specific Song, if any (Artist & Title) _____

Parent's Dance

Specific Song, if any (Artist & Title) _____

Wedding Party Dance

Specific Song, if any (Artist & Title) _____

GENERAL MUSIC SELECTIONS

Please check the music styles that you prefer.

Top 40

Alternative

'80's

'70's

'60's

'50's

Country

Jazz

Contemporary R&B

Rap

Classical

Big Band

Latin

Other

FAVORITE ARTISTS & SONGS

SPECIAL ANNOUNCEMENTS

Birthdays, Anniversaries, etc...

OTHER IMPORTANT INFORMATION

Please provide the following information about these other professionals that may be performing services so that I may keep in touch with them concerning your wedding reception.

Photography By:

Contact _____

Address _____

City, ST Zip _____

Phone _____

Fax _____

Videography By:

Contact _____

Address _____

City, ST Zip _____

Phone _____

Fax _____

Catering By:

Contact _____

Address _____

City, ST Zip _____

Phone _____

Fax _____

Wedding Consultant:

Contact _____

Address _____

City, ST Zip _____

Phone _____

Fax _____