

Date of Event: (Month, Date, Year)

Total Agreed Amount: (Reception Base Price + Possible Separate Ceremony PA Charges + Predetermined Travel Expense Estimate)

Deposit Amount: (\$200 to be received)

Agreed Performance: (Example: Reception Background Music, Reception PA, Reception Dance with Music and Lights)

Deposit amount, when paid, "books" you for that day. Deposits are non-refundable. However, unforeseen problems such as military leaves or deaths in the family will be considered for refunds.

NOTICE: The purpose of this form is to aid you in organizing the wedding reception. You can add or delete as many parts of the form as you wish. However, we would appreciate if you could take the time to fill this out and return it so that the reception can go as smoothly as possible and we will not have to bother you with questions. Please return this either by printing it out, writing in your answers and mailing a COPY or send it back by email.

We ask that the form is returned one to two weeks prior to the reception date. Please make sure to at least send the most important songs (Bride & Groom's First Dance, Bride & Father's Dance, Groom & Mother's Dance) and any other specially requested songs one to two weeks prior. The rest can be received any time prior to the start of the reception.

If there are any parts you wish to add that I have not put on the form, PLEASE ADD THEM! All times are to be estimated to give me and everyone else a general idea of when, where, and the order of the events to take place.

Quick note: We usually start setting up about 3 hours prior to the actual ceremony. This is so I can have background music playing as the guests arrive and also so that I have the majority (if not all) setup prior to people entering the reception. If the ceremony is at the same location as the reception, we will look at setting up even sooner.

Our hopes are that your main functions at the reception are to mingle and above all ENJOY! Please be sure to include anything we can do to help you with this.

GENERAL QUESTIONNAIRE

Date of Wedding:

Name (Bride):

Name (Groom):

Location of Ceremony (Church and city is fine):

Location of Reception (Name and physical address):

Contact Number (Both home and cell if available):

Estimated Number of People at the Wedding:

Time of Wedding Ceremony:

Length of ceremony (time):

Time of arrival of bride and groom to reception:

Time of departure from wedding (bride and groom):

Time of end of reception:

Time of meal:

Time of dance:

Time of cake cutting:

Time of garter/bouquet toss:

Time of toast from best man/maid of honor:

Name of Mother of Bride:

Name of Father of Bride:

Name of Mother of Groom:

Name of Father of Groom:

Maid of Honor:

Best Man:

Name of photographer:

Name of videographer:

Do you wish for the bridal party to be announced for their entry into the reception hall? If so, please provide a list (in order of entry) of their names along with any additional comments. (Sometimes a short description of their relationship to the bride and groom are given)

Name of person saying prayer before the meal:

Name(s) of usher(s) for the tables for the meal:

Cameras on the tables (Yes/No):

DANCE SECTION

Grand March (Yes/No):

If Yes, Names of Leaders of Grand March:

Bride/Groom Song:

Bride/Father of Bride Song:

Groom/Mother of Groom Song:

Bridal Party Song (optional):

Any special activities during reception (ex. pass the boot, dollar dance, candy toss, live performances, etc):

Any particular artists to play/avoid during dance:

CEREMONY SPECIFIC QUESTIONS

Please be sure to tell us when booking or as soon as possible if we are to provide a speaker system for the ceremony in addition to the reception especially if the ceremony is at a different place than the reception.

Date of Ceremony:

Address of Ceremony:

Start time of Ceremony:

Will we have access to a power outlet for the ceremony?:

If this is an outside wedding, what is the backup plan for weather?:

Person performing the ceremony:

Any people doing readings:

Any people playing musical instruments: Who & What Instrument:

Any and all songs needed during the ceremony:

Notes: We have 1 lapel mic which we normally use for who is doing the officiating and we have several standard mics and wireless hand held mics which we can use for anybody that is doing readings or playing musical instruments. The reason why we mic the musical instruments are two-fold: 1) to boost their volume if needed so that everyone can hear them, 2) so that we can get a good sound of them on recording. We will try our best to record the ceremony and any speeches during the reception.