

Event Planning Worksheet

Please see second page for a more detailed wedding reception planning sheet.

Event Location: _____

Location Contact / Phone: _____

Alternate Contact / Phone #: _____

Earliest Time available for setup: _____

Will tables and Linens be provided? YES / NO Will setup area be easily accessible? YES / NO

Approximate distance from loading zone to the location where we would setup. _____

Earliest time that guests to arrive: _____

Time that hosts / wedding party / guests of honor will arrive: _____

Will these need to be announced when they arrive? YES / NO

Names to be announced:

If they should be announced in a set order, please indicate this. Also if there will be a formal seating arrangement with a head table, please let us know.

Will there be food, appetizers (meal) or a "cocktail" hour? YES / NO

If serving a meal – buffet or family style? _____ If buffet style, Will you or your designee be releasing the tables, or would you like us to? If so, please let us know at your earliest convenience what order to release tables.

If you are having a social / cocktail hour, do you want music played during this time? Do you want other party games during this time?

Will there be toasts / announcements / presentations? YES / NO

If so, please let me know where they will be made from, so that I can place microphone accordingly.

At what time during the event will you want us to take over the full party, with lights, music, and dancing?

Will there be any special dances? YES / NO

If so, for whom, and what type? _____

Should we play requests? YES / NO

Is there any music or song that we should **NOT** play? _____

Attach a separate list of songs if needed.

Wedding Reception Planning

Besides the questions on the previous page, there are a few others that are specific to receptions.

What is the earliest time that I should begin playing music? _____

What time is the wedding? _____ Pictures after? _____ Video? _____

Photographer Info: _____

Videographer Info: _____

When wedding Party arrives, will there be formal introductions? YES / NO

Where will the staging area be to arrange them for the introductions? _____

Will the parents of the Bride and Groom be included in the introductions? YES / NO

Will the grandparents be included? YES / NO

Would you like anyone else need to be introduced formally, before the wedding party? YES / NO (children, pastor, etc.)

Please write a separate list for us if you are including any of these individuals.

If you are announcing the entire wedding party, please put them in the order that you would like them to be announced and enter the reception. If you need more room, please include a separate page.

Flower Girl: _____

Ring Bearer: _____

Jr. Bridesmaid: _____

Jr. Groomsman: _____

Bridesmaid #1: _____

Groomsman #1: _____

Bridesmaid #2: _____

Groomsman #2: _____

Bridesmaid #3: _____

Groomsman #3: _____

Maid / Matron of Honor: _____

Best Man: _____

"And now, It brings me great honor to present to you, for their very first time in public as Husband and Wife, Mr. and Mrs. _____"

Please let us know if we need to add any additional names to the above list.

After the wedding party is introduced, and everyone has a chance to take pictures, please look at the following list and indicate what you would like to happen, and in what order. If you do not want a particular activity to happen at your reception, please draw a line through it. Otherwise, write the number of the order that you wish for something to happen, next to the item. Write the #1 next to the first item, #2 next to the second, etc. To help with your planning, the order in which they are listed is generally the order in which things happen.

___ Food ___ Cake Cutting ___ Toasts ___ Mother / Son dance ___ Father / Daughter dance ___ First Dance
___ Wedding Party Dance ___ Bouquet Toss ___ Garter Toss ___ Dollar Dance ___ Married Couples/
Anniversaries Dance ___ Recognition of Longest Marriage ___ Recognition of Newly engaged ___ Kids Candy Toss ___
Teddy Bear Toss ___ Kids Songs (Hokey Pokey, Chicken Dance, etc.) ___ Snowball Dance (where the idea is to fill the
dance floor)

Song List: Please indicate song title and artist. Also, please indicate if you own the song or not. We can provide you with a list of popular songs that have been used in the past for these.

Music during introductions: _____

Special music during Dinner / Cake? _____

Mother – Son: _____

Father – Daughter: _____

First Dance: _____

Wedding Party: _____

Bouquet Toss: _____

Garter Toss: _____

Dollar dance (multiple songs):

Married Couples: _____

Kid Songs: _____

Snowball / First song to play to start it off: _____

Last Song of the night: _____

Will the bride / groom be staying the entire time? _____ If not, who will be your representative after you leave?

Will you want us to play longer then the allotted time? _____ Besides the bride / groom, who else can make this decision? _____

If payment is due for overtime at the end of the event, who is responsible for paying the balance due?

_____ Do they understand that payment at the reception can only be cash or check? Checks will only be accepted with a valid ID.