

The Event Connection

500 North Main Street, Suite C, Randolph MA 02368 781.963.8300

Wedding Planning Guide

*Please print or type legibly

Wedding Date: _____ Venue: _____

Names: _____ Please Return By: _____

Bride's Home Tel# _____ Cell# _____

DJ Package Plan: _____ DJ Start Time: _____ End Time: _____

Lights YES NO Props YES NO Mini System with mic(s) YES NO

EVENT INFORMATION

1.) Are we providing Ceremony Music? YES NO *If "YES" please be sure to fill out Ceremony Music info on Page 3.

2.) This event is taking place.....INDOORS OUTDOORS (Circle One)

3.) Will an entrée be provided for the DJ/MC? YES NO

*If you are providing a meal for the DJ/MC, please inform the function facility hosting your reception to serve their entrée on the same schedule as the Head Table.

4.) What time will guests arrive? _____ Seated for dinner (approx.) _____

5.) Approximate number of guests _____ Primary Age Group _____ TO _____

ENTRANCE INTRODUCTIONS

Please list the following in EXACT order of introduction and EXACTLY as their names are to be announced. Feel free to include relative information (i.e. Cousin of Bride, etc.) Also, write difficult pronunciations phonetically.

Grandparents of the Bride: _____ Acknowledge at Tables ___ Introduce ___

Grandparents of the Groom: _____ Acknowledge at Tables ___ Introduce ___

Parents of the Bride: (Mother) _____

(Father) _____

Parents of the Groom: (Mother) _____

(Father) _____

BRIDESMAIDS

* _____
* _____
* _____
* _____
* _____
* _____

USHERS

* _____
* _____
* _____
* _____
* _____
* _____

Flower Girl _____

Ring Bearer _____

Maid/Matron of Honor _____ Best Man _____

The New Mr. & Mrs. _____ After In Room: _____

Bride's First Name: _____
(example: "Patty" for Patricia)

Groom's First Name: _____
(example: "Bill" for William)

INTRODUCTION MUSIC (Do not fill out introduction music. Wait for appointment)

Bridal Party: _____

Bride & Groom: _____

FIRST DANCE Song Selection: _____

Time of First Dance: _____

BRIDAL PARTY DANCE

Song Selections: _____ **into** _____
(slow) (fast)

ARE WE PRESENTING A SHORT FILM? YES NO If Yes, when? _____

Name of Person to say BLESSING: _____

Name of Person to say TOAST(S): Maid of Honor : _____

Best Man: _____

CAKE CUTTING Song Selection: _____

Time of Cake Cutting: _____

PARENT DANCES

(Song Selection) Bride with Father: _____

Father's First Name: _____

(Song Selection) Groom with Mother: _____

Mother's First Name: _____

Time of Parent Dances: _____

CENTERPIECE GIVEAWAY Method: \$\$ Game ___ Pass the 1\$ ___ Oldest Car ___ Closest Birthday ___
Other _____

GARTER/BOUQUET TOSS YES NO

Bouquet Toss Song Selection: _____

Garter Removal Song Selection: _____

Garter Toss Song Selection: _____

Garter Application Song Selection: _____

Presenting Bouquet? YES NO _____

BRIDE & GROOM FAREWELL DANCE Song Selection: _____

FINAL DANCE FOR ALL GUESTS

Song Selection (make it a fun party song): _____

ADDITIONAL INFORMATION

Caterer/Room Captian: _____

Ceremony Venue/Location _____

Photographer: _____

Videographer: _____

Time of Ceremony _____

Honeymoon Destination: _____

Is your Ceremony a Full Mass? YES NO

Is your cocktail hour taking place in the same room

As your reception? YES NO

BIRTHDAYS & ANNIVERSARY ANNOUNCEMENTS/DEDICATIONS

Birthdays (Include Date & Age)

Anniversaries (Include # of Years Married)

MUSIC FORMAT

Please indicate the type of music you would like during the cocktail & dinner hours with a C (Cocktail) and/or D (Dinner).

Big Band/Jazz Classical Light Rock New Age
 Variety DJ's Choice Other _____

Please check the types of music you feel you & your guests would enjoy throughout your event.

- | | | |
|-------------------------|-------------------|--------------------------------|
| Current Top 40 | Alternative | Latin (Specify) |
| Adult Contemporary | Disco | Rhumba Tango Cha-Cha |
| Rock & Roll (80s & 90s) | Big Band/Ballroom | Samba Merengue |
| Classic Rock (70s) | Waltzes | Polkas (Specify) |
| Oldies (50s & 60s) | R&B/Funk | Ethnic Dances (Specify) |
| Motown | Country | Polish German Irish |
| Hip Hop | Reggae | Italian Greek |

Please use the following space for your specific song requests:

Song Requests Continued:

Please use the following space for specific songs or music types you do NOT want to hear:

Bride's Signature _____ **Groom's Signature** _____

Date _____

Gratuities are NOT mandatory but if earned are greatly appreciated .

Thank you!

The Event Connection

CEREMONY MUSIC

Fill out this section only if The Event Connection is providing music and sound reinforcement for your ceremony!

Processional **Mothers Entrance** _____
 Bridal Party _____
 Bride _____

Candle Lighting **YES** **NO** **Song Selection** _____

Readers **YES** **NO** **How Many?** _____

Recessional _____

Mini System **YES** **NO** **For Ceremony** _____ **For Cocktail Hour** _____ **For Both** _____

How many Mics/Stands? _____

Ceremony Notes:
