



Event Planner For Your Reception Band

Please print a copy of this form and use it as a worksheet to prepare for your wedding reception entertainment. 30 days prior to your wedding date, please go to our website's [online form](#) to submit this information to the Band.

Event Date _____ Band _____

Reception Location _____

Facility Manager _____ Facility Phone _____

Ceremony Start Time _____

Expected arrival time of first guests at reception site _____ Number of guests _____

Dinner service time _____

Photographer's name _____

Time photographer leaves _____

Videographer's name _____

Time videographer leaves _____

Prior to dinner, your band can help you with toasts and announcements.

Introductions of wedding party: None / Upon arrival / Prior to dinner seating (Circle one)

Details of toasts (who will give them and in what order)

Champagne for toast? _____ For whom _____

Prayer before dinner? _____ By whom? _____

Announce cake cutting? _____ When? _____

Special Dances/Events

Bride & Groom song? yes/no _____

Bride & Father song? yes/no _____

Groom & Mother song? yes/no _____

Bride/Father & Groom/Mother song? yes/no _____

Wedding Party song? yes/no _____

Dollar dance? Yes/no Bouquet Toss? Yes/no Garter Removal? Yes/no

Garter toss? Yes/no Garter Placement on bouquet catcher's leg? Yes/no

Names and Information For Your Reception

Brides Parents: _____ Usher 1: _____

Grooms Parents: _____ Usher 2: _____

Ring Bearer: _____ Usher 3: _____

Flower Girl: _____ Usher 4: _____

Bridesmaid 1: _____ Groomsmen 1: _____

Bridesmaid 2: _____ Groomsmen 2: _____

Bridesmaid 3: _____ Groomsmen 3: _____

Bridesmaid 4: _____ Groomsmen 4: _____

Bridesmaid 5: _____ Groomsmen 5: _____

Bridesmaid 6: _____ Groomsmen 6: _____

Maid/Matron of Honor : _____ Best Man: _____

Bride and Groom (As you would like to be formally announced)

Otherwise, the DJ should call you:

_____ And _____

Please list any special announcements:

Additional notes and important information:

Wiser Productions, Inc. 1651 W. Centre Ave. Portage, MI 49024-6312

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www.wiserproductions.com
