



Wiser
Productions.com

West Michigan's Premier Entertainment Agency

Planner For Your Reception- BAND

Please print a copy of this form and use it as a worksheet to prepare for your wedding reception. Please go to our website's [online form](#) to submit this information to your Band 30 days prior to your wedding date. Please call the number listed on your contract 10 to 14 days prior to your date to go over your event.

Names of Bride and Groom _____

Phone Number _____ Alternate Number _____

Event Date _____ Band _____

Reception Location _____

Facility Manager _____ Facility Phone _____

Ceremony Start Time _____ Ceremony Location _____

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 with toasts and announcements

Introductions of Wedding Party: None/ Upon arrival/ Prior to dinner seating (Circle One)

Names and Information For Your Reception

	<u>Introductions</u>
Bride's Parents: _____ Usher 1: _____	Y/N
Groom's Parents: _____ Usher 2: _____	Y/N
Ring Bearer: _____ Usher 3: _____	Y/N
Flower Girl: _____ Usher 4: _____	Y/N
Bridesmaid 1: _____ Groomsmen1: _____	Y/N
Bridesmaid 2: _____ Groomsmen 2: _____	Y/N
Bridesmaid 3: _____ Groomsmen 3: _____	Y/N
Bridesmaid 4: _____ Groomsmen 4: _____	Y/N
Bridesmaid 5: _____ Groomsmen 5: _____	Y/N
Bridesmaid 6: _____ Groomsmen 6: _____	Y/N
Maid/ Matron of Honor _____ Best Man _____	Y/N

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

Otherwise, your band should address you as:

_____ and _____

Toasts

Champagne for toast? _____

Please name each person that will give a toast. Please list the names in the order that the toasts will be given.

Prayer before dinner? _____ By whom? _____

Cake Cutting

Announce cake cutting? _____ When? _____

Special Dances and 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

Please list any music you want or don't want.

Please list and additional announcements.
