

Enchanting Memories

"Wedding Entertainment That Creates Lasting Memories"

45 Linseed Road, West Hatfield, MA 01088
Ph. 413-247-0336, Pager 413-261-3560

Location of Reception:

(Please include address & phone number)

• How many guests? _____

Date: _____

Time of Guest Arrival:

(Equipment is set up 1 hour prior to time)

End of Reception Time:

(The end of time may be extended at the contracted overtime rate)

Ceremony:

Yes No

(Are we providing music/sound equipment?)

• Interlude music style: _____

• Bridal Party (song 1): _____

Girls Guys/Girls

• Processional (song 2): _____

• Bride is walking in with:

Father Parents : _____

• Recessional (song 3): _____

• Ceremony Time: _____

• Ceremony Location: _____

Full mass: Yes No

Receiving line: Yes No

Lighting:

Basic Dance Floor Theatrical style up lighting

Club style lighting Custom gobo (Your names)

LCD Projector: Yes No

DVD slideshow 7' video screen

Cocktail/Dinner music:

Soft, slow music mix Jazz standards/vocals

Island style music Piano bar style music

• Cocktail hour in same room as dinner/dancing?

Yes No

• Sing a "love song" instead of clinking of glasses?

Yes No

• Love story: Yes No

Introductions:

Yes No

First dance:

Yes No

• Song: _____

• Before dinner?: Yes No

Blessing:

Yes No

Toast:

Yes No

① _____

② _____

③ _____

④ _____

• Dancing between courses?: Yes No

• Sit down meal?: Yes No

• Station meal?: Yes No

Cutting of cake:

Yes No

• Song: _____

• After salad course: Yes No

• After dinner: Yes No

(The cake is usually cut near the end of the meal or between courses to give the banquet staff time to cut and serve)

Give away center pieces:

Yes No

Bride & father dance:

Yes No

• Song: _____

Groom & mother dance:

Yes No

• Song: _____

Wedding party dance:

Yes No

• Song: _____

Garter & bouquet:

Yes No

• A - Toss bouquet: Yes No

• B - Remove garter: Yes No

• C - Toss garter: Yes No

• D - Garter put on girl catching bouquet Yes No

Anniversary dance:

Yes No

(All married couples come out to dance and we work our way down to the longest married couple in the group - great photo opportunity)

Other special instructions or family ethnic Traditions:

Continued

Songs & types of music that you *don't* want to hear:

Songs & types of music that you *do* want to hear: (Please attach list)

Photographer: _____

- When does the service end?: _____
- Phone/email: _____

Videographer: _____

- When does the service end?: _____
- Phone/email: _____

Banquet Manager: _____

- Phone/email: _____

Wedding Planner: _____

- Phone/email: _____

Where are you going on your honeymoon?:

Order of Events

(for staff use only)

① _____	⑦ _____
② _____	⑧ _____
③ _____	⑨ _____
④ _____	⑩ _____
⑤ _____	⑪ _____
⑥ _____	⑫ _____

DJ Notes

(for staff use only)

Grandparents of the Bride:

Grandparents of the Groom:

Special Bridal party song:

(Normally, Grandparents are announced already in reception hall and don't walk in with Bridal Party. Please inform us of any special family circumstances.)

Parents of the Bride:

Parents of the Groom:

Jr. Bride's Maid & Jr. Groomsman:

Bride's Maid & Groomsman:

Flower Girl(s):

Ring Bearer(s):

Maid/Matron of Honor:

Best Man:

Special couple introduction song:

Bride & Groom: