



# Planning Guide

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**Wedding Date:** \_\_\_\_\_

Names of Couple: \_\_\_\_\_

Ceremony Venue Contact person's name & phone number: \_\_\_\_\_

Reception Venue Contact person's name & phone number: \_\_\_\_\_

Wedding Coordinator's name & phone number: \_\_\_\_\_

Photographer's name & phone number: \_\_\_\_\_

Videographer's name & phone number: \_\_\_\_\_

## **Ceremony**

Ceremony time & location: \_\_\_\_\_

Expected # of guests for the Ceremony: \_\_\_\_\_

The style of Seating Music you would like played: \_\_\_\_\_

Processional Song: \_\_\_\_\_

Bride's Song: \_\_\_\_\_

Unity Candle/Salt/Sand Ceremony Song: \_\_\_\_\_

Recessional Song: \_\_\_\_\_

## **Reception**

Reception location: \_\_\_\_\_

Reception times:    Cocktail Hour: \_\_\_\_\_    Grand Entrance: \_\_\_\_\_    Dinner Hour: \_\_\_\_\_

Location for DJ to set up: \_\_\_\_\_

Location for PhotoBooth: \_\_\_\_\_

Expected # of guests for the Reception: \_\_\_\_\_    Age range of guests: \_\_\_\_\_

What song would you like to walk in to for your Grand Entrance? \_\_\_\_\_

*Please submit a list of the Bridal party and in the order that you wish for them to be announced. As a general guide, this is the order in which the wedding party enters the room:*

*Flower Girl and Ring Bearer – Maids and Groomsmen –Maid/Matron of Honor and Best Man – Newlyweds*

Please number the order you would like the following to occur, after the Grand Entrance:

Toast \_\_\_\_\_ Dinner \_\_\_\_\_ Cake Cutting \_\_\_\_\_ First Dance \_\_\_\_\_

Who will be giving the toasts? \_\_\_\_\_

Will there be a Dinner Prayer? \_\_\_\_\_ If so by whom? \_\_\_\_\_

What style of Dinner Service? Buffet or Plated

Who will be dismissing your guests for Dinner if Buffet? Caterer or Venue Staff

What style of Dinner Music would you like played? \_\_\_\_\_

During Cake Cutting, is there a specific song you'd like played in background?

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Brides Parent's/Step Parent's Names: \_\_\_\_\_

Will they all be attending? \_\_\_\_\_

Groom's Parent's/Step Parent's Names: \_\_\_\_\_

Will they all be attending? \_\_\_\_\_

***Please specify all your preferred songs below with specific Titles and Artists (if known).***

Newlywed's First Dance Song: \_\_\_\_\_

Father/Daughter Dance Song: \_\_\_\_\_

Mother/Son Dance Song: \_\_\_\_\_

\*Father/Daughter and Mother/Son Dance may be done together to same song....

Bridal Party Dance Song (if desired): \_\_\_\_\_

Do you wish to have the Parents announced during the Bridal Party Dance? \_\_\_\_\_

### **Traditions**

Would you like us to facilitate a Dollar Dance? \_\_\_\_\_ (If so, please select 2 individuals to help form 2 lines, collect money, and disperse shots): \_\_\_\_\_

Additional Traditions?

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**Bridal Tosses**

Will there be a Bouquet Toss? \_\_\_\_\_ Song desired: \_\_\_\_\_

Will there be a Garter Retrieval? \_\_\_\_\_ Song desired: \_\_\_\_\_

Throwing of the Garter? \_\_\_\_\_ Song desired: \_\_\_\_\_

Placing of the Garter? \_\_\_\_\_ Garter dance? \_\_\_\_\_ Song desired: \_\_\_\_\_

Any special announcements you'd like made and when: \_\_\_\_\_

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Dance music preference (Check all that may apply) \_\_1950s \_\_1960s \_\_1970s \_\_1980s \_\_1990s \_\_2000s \_\_Top 40

\_\_Dance (Techno, House, Hip-Hop) \_\_Motown \_\_Country \_\_Big Band/Swing \_\_Rock&Roll \_\_Classical/Symphony

\_\_Reggae \_\_Disco \_\_Other

Special Music requests to be played? \_\_\_\_\_

Any foreign/ethnic/cultural music to be played? \_\_\_\_\_

Do not playlist? \_\_\_\_\_

Final Song: \_\_\_\_\_

What time do you want the final song of the night? \_\_\_\_\_

Please Add Additional Music Requests/Don't play requests, comments or other important info on this form or on a separate sheet of paper.

Please inform your banquet manager that we will arrive 2 hours before the guests to setup.

Please email/mail this filled-out form and any extra info sheets no later than three weeks before the reception to:

Nightlife Entertainment

6879 Gratiot Rd

Saginaw, MI. 48609

jeffrey.nightlife@gmail.com

For any questions or assistance, call Jeff Henning at 989.878.1689

Your DJ will be in touch with you shortly!