

CONTACT INFORMATION SHEET

NAME: _____

ADDRESS _____

CITY: _____

STATE: _____

ZIP: _____

PHONE: _____

ALTERNATE PHONE: _____

DATE OF BOOKING: _____

LOCATION OF RECEPTION: _____

Bridal Party Organizer

Bridal Couple: _____ Date: _____

Introductions:

Order:

___ Grandparents:(B) _____

___ (G) _____

___ Parents of the Bride: _____

___ Parents of the Groom: _____

Bridesmaids:

Grooms Men:

___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____
___	_____	_____

___ Maid/Matron of Honor: _____

___ Best Man: _____

___ Flower Girl: _____

___ Ring Bearer: _____

___ Bride & Groom: _____

Please indicate by putting numbers beside the corresponding title as to which order we are to announce their arrival at the reception. If you are going to have more people than the space given, please right the names on the back of this sheet.
This form is due 2 weeks prior to booking date.

Reception Schedule

Bridal Couple: _____ Date: _____

Order Events Song(s) To Be Played During Event

_____ Introduction of Bridal Party: _____ (Wedding march usually played for bridal couple)

_____ First Dance: _____

_____ Bridal Party Dance: _____

_____ Bride/Father Dance: _____

_____ Groom/Mother Dance: _____

_____ Toast - Given By: _____

_____ Blessing - Given By: _____

_____ Dollar Dances: Please put a check in the space if you would like dollar dances.

Comments: _____

Announcements: _____

Caterer: _____ Phone: _____

Photographer: _____ Phone: _____

Any other song selections or events you would like emcee'd or played (Garter toss, Bouquet toss, etc.), you can write on the back of this sheet.

You may also want to add whether you would like classic songs such as the chicken dance, and hokey pokey played in the comments section.

This form is due back at least 2 weeks prior to booking so that we will have time to collect your songs.