

EVENT PLANNING GUIDE

Name: _____ Your email: _____

Date of event: _____ Location: _____

EVENT INFORMATION

WILL FOOD & BEVERAGES BE PROVIDED?..... YES NO Buffet Sit Down Family Style

WILL FOOD BE PROVIDED FOR THE DJ / MC..... YES NO

WHAT TIME WILL GUESTS ARRIVE? _____ TIME SEATED FOR DINNER (Approximately) _____

WHAT TIME WILL THE BRIDAL PARTY BE ARRIVING? _____

APPROXIMATE NUMBER OF GUESTS _____

DINNER MUSIC FORMAT

Please indicate the type of music you would like during the cocktail and dinner hours with a C (Cocktail) and / or D (Dinner)

_____ Big Band / Jazz _____ Classical _____ Lite Rock _____ Variety _____ DeeJay's Choice

Please indicate with a check the type of dance music you believe your guests will enjoy throughout the event.

Current Top 40

Alternative

Adult Contemporary

Disco

Rock & Roll (80's & 90's)

Big Band / Ballroom

Classic Rock (70's)

Waltzes

Oldies (50's & 60's)

Polkas (specify)

Motown

Slovenian Polish German Italian

Popular Dance

Latin (Specify)

Rap

Rhumba Tango Cha-Cha Samba

Rhythm & Blues / Funk

Merengue Other

Country

Other Ethnic Dances (specify)

Reggae

Mike Moore – 4986 Northview Ct – Vermilion, OH 44089

INTRODUCTIONS

_____ 's Grandparents: _____

_____ 's Grandparents: _____

_____ 's Parents: _____

_____ 's Parents: _____

Flower Girl: _____

Ring Bearer: _____

Please list Bridesmaids and Groomsmen in the order they will be walking down the aisle at your wedding ceremony

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Maid of Honor: _____

Best Man: _____

BRIDE & GROOM: _____

SPECIAL DANCES / BRIDAL DANCES

Bride & Groom's First Dance:

Song Title: _____ Artist: _____

Father / Daughter Dance:

Song Title: _____ Artist: _____

Mother / Son Dance:

Song Title: _____ Artist: _____

Bridal Party Dance:

Song Title: _____ Artist: _____

Song Title: _____ Artist: _____

Song Title: _____ Artist: _____

RECEPTION SCHEDULE

This is the likely order of formalities. Please indicate yes or no with a check mark

YES

NO

____ Grand Entrance (Bridal Party song): _____

(Bride and Groom song): _____

____ Toast(s): (Before _____ After _____ Dinner?) _____

____ Prayer: _____

____ Dinner

____ Cake Cutting (song): _____

(Before _____ After _____ Dinner?) (Served as Dessert? Yes _____ No _____)

____ First Dance (song listed on previous page)

____ Father / Daughter Dance (song listed on previous page)

____ Mother / Son Dance (song listed on previous page)

____ Bridal Party Dance – entire Party joins you on the dance floor after your 1st dance.
(any special songs desired listed on previous page)

____ Bouquet Toss (special song?) _____

____ Garter Toss (special song?) _____

____ Reverse Garter – (man who catches garter places it on leg of girl who caught bouquet. If not desired, a picture of Bride & Groom with 2 people who caught bouquet and garter,)

____ Dollar Dance (Shot Dance) (Best Man & Maid of Honor should prepare this)

Ethnic Dance(s) (Specify)

Novelty (Circle) _____ Hokey Pokey _____ Chicken / Bird Dance

Line Dances: _____ Electric Slide _____ Stroll _____ Locomotion _____ Booty Call

_____ Cha Cha Slide _____ Cupid Shuffle _____ Wobble

Photographer: _____

Videographer: _____

REQUESTS

Please list any additional requests and favorite artists in the area below. I cannot guarantee that every song requested will be played, though I will try my best to play the majority of them. Please indicate your "MUST PLAY" requests with a star(*) for maximum priority.

TITLE

ARTIST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

DO NOT PLAY: _____

DEDICATIONS

Birthdays: _____

Anniversaries: _____ # Years _____
_____ # Years _____
_____ # Years _____

Print and mail to: Mike Moore – 4986 Northview Ct – Vermilion, OH 44089 or email your saved file to: mikemooremusic@roadrunner.com