

wedding **unforgettable** planning guide

Please complete and return four weeks prior to wedding date

WEDDING DATE

CLIENT NAME PHONE

BRIDE AGE EMAIL

GROOM AGE EMAIL

BRIDE'S PARENTS EMAIL

GROOM'S PARENTS EMAIL

ATTIRE

NUMBER OF GUESTS AGE RANGE

EVENT PLANNER PHONE EMAIL

DINNER FOR BAND TIME ROOM

OVERNIGHT ACCOMMODATION INFORMATION (if applicable)

HOTEL PHONE EMAIL

CONFIRMATION NUMBERS

CEREMONY

LOCATION START TIME

If ceremony music is not provided by Moments Notice Entertainment, no need to complete below

ON-SITE CONTACT (if different from reception)

PRE-CEREMONY REQUESTS

GUEST ARRIVAL TIME

PROCESSIONAL SELECTIONS (no more than five songs)

CLERGY

GRANDPARENTS

PARENTS

WEDDING PARTY

BRIDE

MUSICAL SELECTIONS DURING CEREMONY, if any

RECESSIONAL

RECEPTION

GUEST ARRIVAL TIME

RECEPTION LOCATION

ON-SITE CONTACT/NAME

PHONE

ADDRESS

CATERER

PHONE

COCKTAIL HOUR

ROOM NAME

TIMES

MUSIC

DINNER HOUR

ROOM NAME

TIMES

MUSIC

WOULD YOU LIKE TO BE INTRODUCED INTO THE ROOM YES NO

HOW WOULD LIKE TO BE INTRODUCED

WELCOME/TOAST

PERSON TO SPEAK

BRIDAL DANCE

TIME

SONG

HOW WOULD LIKE TO BE INTRODUCED

FATHER/DAUGHTER DANCE YES NO

TIME

SONG

MOTHER/SON TO JOIN YES NO

TIME

SONG

Note: Often this dance is later, perhaps after cake cutting

OTHER DETAILS

CAKE CUTTING YES NO

TIME

TOASTS

BY

BOUQUET YES NO

TIME

GARTER YES NO

TIME

NOTE: Band will take one 15-minutes break during a standard three-hour performance unless arranged otherwise.