

WEDDING EVENT CHECKLIST



WEDDING & EVENT ENTERTAINMENT BY ROB SATORI

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- 1) Please review the list of suggested events in order to assemble the events for your wedding. Please keep in mind these are only suggestions - not hard and fast rules. It is YOUR wedding! YOU pick the events you would like, and leave out the rest.
- 2) Please populate the list of the possible members of your wedding party for introductions: Grand Parents, Parents, Ring bearer and Flower Girl first and Bridesmaids and Groomsmen. The Best Man and Maid/Matron of Honor should be the last introduced prior to your introduction.
- 3) Please include the manner in which the two of you will be introduced (i.e.: Mr. and Mrs. (Groom's First and or Last Name); or Bride First Name, Groom First Name & Last Name, etc.).
- 4) Please choose the songs that you will want to dance to (you can defer with me regarding questions concerning songs. If there is a special song I don't have in my collection, I can get it for you or you may furnish a copy. Also, it is very important to inform me as to songs/artists/genres you prefer as well as those you do not wish to have!
- 5) From this list, I will create time line agenda for the evening and create custom play lists for special dances, musical underpinnings to announce over, your favorite dinner and dance music including tableside Sinatra wedding singing during dinner or at an appropriate time. (A very classy touch!)

If a timeline has been created by your coordinator/venue, please allow me a copy. Please also include contact information for the vendors below.

- 6) How do you want the band to be dressed? Tux or Semi Casual or Casual?
- 7) When is Dinner to be served? The time for dinner is an important cue to place the other events of the reception.
- 8) Champagne toasts or drink in hand is also an important consideration.

Once you supply the information, I will create your timeline Have fun filling in the questions!

CEREMONY INFORMATION:

Start/End Time of Ceremony: _____ (preamble music begins ½ hour prior to Ceremony start time.

How many attending? _____;

Ceremony Location: _____

NOTE: for separate ceremony locations there is a \$100 additional sound system setup fee.

Ceremony Processional Song Choices:

1 Seating of Mothers: _____

2 Bridesmaids Processional: _____

3 Bridal Procesional: _____

Ceremony Recessional Choice: _____

RECEPTION INFORMATION:

Start/End Time of Reception: _____ Dinner Start: _____

Names of Friends and Family for Introductions to the reception:

Music underpinning preference: _____

Grandparents of Bride: _____

Grandparents of Groom: _____

Parents of Bride: _____

Parents of Groom: _____

Music underpinning preference: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

() Maid or () Matron of Honor

Best Man: _____

Music underpinning preference: _____

How you wish to be introduced as newlyweds: _____

Blessing by: _____

Toast(s) Champagne () or Drink in Hand (): Given by: _____

Song for 1st Dance: _____

Bride with Father Dance Song: _____

Groom with Mother Dance Song: _____

Wedding Party Dance: _____

Song for Garter Removal: _____

Song for Garter Toss: _____

Song for Bouquet Toss: _____

Song for Exchange of Garter: _____

Special Announcements: (Birthdays, Anniversaries, Engagements, Welcomes: Etc.)

Receiving Line at Reception: Yes () No () Notes or special requests:

Wedding Planner _____ Photographer _____

Caterer _____ Venue _____

Videographer _____ Cake _____

Limo _____ Officiant _____

Reception Events (Please note: these are suggestions, you may circle any one(s) to include)

Receiving Line

Dinner Seating or Buffett?

Bridal Party Announcement

Bride and Groom First Dance

Father/Daughter Groom/Mother Dance

Bridal Party Dance

Anniversary/Generation Dance

Best Man Toasts Champagne or Drink in Hand? Other Toasts

Blessing for Dinner

Dollar Dance

Bride and Groom Mingle with Guests

Cake Cutting Bouquet/Garter

Last Dance/Farewell

Music/Artists you prefer: Please play...

Music/Artists you prefer not to have: Please do not play...