



Wedding Information Sheet

Client Name: _____ Phone Number: _____

Bride's Name: _____ Groom's Name: _____

Date of Affair: _____

Day of the Week Month Day Year

Name of Venue / Location: _____

Number of Guests: _____ Number of Adults: _____ Number of Children: _____

- Grand Cocktail Hour -

Cocktail Hour Time: _____ am/pm - to - _____ am/pm

Are we providing the music for cocktail? YES / NO

Is the cocktail hour in the same room as the Reception? YES / NO

Type of Cocktail Music (Circle One): Contemporary Jazz / Classical / Soft Rock / New Age

* For Special Request Music, please contact our music department at least one month prior to your affair.*

- Bridal Party -

Parents of Bride: _____ / _____

Mother

Father

Parents of Groom: _____ / _____

Mother

Father

Bridesmaids:

Groomsmen:



Flower Girl: _____ Ring Bearer: _____

Maid/Matron of Honor: _____ Best Man: _____

Bride & Groom: Mr. & Mrs. _____

- First Dance -

Title: _____ Artist: _____

Should we invite parents & bridal party to join first dance? YES / NO

Second Dance (If applicable) :

Title: _____ Artist: _____

- Blessings, Toasts & Speeches -

Grace: YES / NO Performed by: _____

Motzi: YES / NO Performed by: _____

Toast: YES / NO Performed by: _____

Other Speeches: _____

- Additional Formalities -

If YES, which song would you like played?

• Cake Cutting Ceremony: YES / NO

Title: _____ Artist: _____

• Bride to dance with Father? YES / NO Father's Name: _____

Title: _____ Artist: _____

• Groom to dance with Mother? YES / NO Mother's Name: _____

Title: _____ Artist: _____

• Bride to throw bouquet? YES / NO Song: _____

• Groom to remove garter? YES / NO Song: _____

• Groom to throw garter? YES / NO Song: _____

• Put garter on woman's leg? YES / NO Song: _____

* Please submit all information/request sheets at least **one month** prior to your affair. If sheets are not returned MME will not be able to accommodate your requests.*



- Special Announcements To Be Made -

Five horizontal lines for writing special announcements.

- International -

Please Circle:

Italian Jewish Greek Polish Irish Latino Other: _____

- Do's & Don'ts -

Please DO:

Please DO NOT:

Eleven horizontal lines for listing 'Please DO' items.

Eleven horizontal lines for listing 'Please DO NOT' items.

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