

THE COMPLETE WEDDING INFORMATION SHEET

(We've made it simple. Everthing we need to know on one sheet of paper)

Client Name: _____ Date of Reception: _____

Bride Name: _____ Grooms Name: _____

Place Held: _____ Phone(Bride or Groom) _____

CEREMONY

Are we providing music for the ceremony? Yes _____ No _____

RECEPTION

Cocktail Hour Time: _____ Are we providing cocktail music? Yes _____ No _____

Cocktail Hour is in: Same Room _____ Separate Room _____

INTRODUCTION OF BRIDAL PARTY

Brides Parents: _____

Grooms Parents: _____

Bridesmaids

Ushers

Flower Girl: _____

Ring Bearer: _____

Maid of Honor: _____

Best Man: _____

Bride & Groom: Mr. & Mrs.: _____

FIRST DANCE

First Dance Title: _____

Should we call up Parents and Bridal Party to join First Dance? (usually done after a couple of verses)

Yes _____ No _____

Is there a traditional dance to be done at the beginning of the party that is usually done immediately after the first dance? (ie. a horah, or other ethnic dance)?

If yes, please specify: _____ Title: _____ Artist: _____

BLESSINGS, TOASTS & SPEECHES (if any)

Grace: Yes ___ No ___ Performed by: _____

Blessing of Challah Yes ___ No ___ Performed by: _____

Taost: Yes ___ No ___ Performed by: _____

Other speeches (if any): _____ Performed by: _____

WEDDING CAKE CEREMONY

Regular Sing-A-Long(Bride Cuts Cake)___ Simple Background Music (Love & Marriage, When I'm 64, etc.)___

Bride to dance with her father? Yes ___ No ___ Father's Name _____

Song for Father- daughter dance: Title: _____

Groom to dance with his mother? Yes ___ No ___ Father's Name _____

Song for Mother- son dance: Title: _____

Bride to throw Bouquet? Yes ___ No ___

Groom throw Garter? Yes ___ No ___ Put Garter on woman's leg? Yes ___ No ___

SPECIAL MUSIC REQUESTS (Will be accomodated whenever possible)

Note: If you have any requests, please tell us the names of the artists. We will do our best to accomodate as many requests as possible

INTERNATIONAL(check all that apply)

Italian (tarantelia) _____ Jewish (hora) _____ Greek (kalamatiano) _____

Polish (polka) _____ Irish (jig) _____ Spanish (merengue & salsa) _____

We offer medleys and/or individual song titles of all the music listed above. Individual songs should be listed under special music requests. Please include artists.

DO'S & DON'TS

Please Do:

Please Do Not:

***** WORKSHEET MUST BE SUBMITTED AT LEAST 8 WEEKS PRIOR TO FUNCTION
OR WE CANNOT GUARANTEE SPECIAL MUSIC REQUESTS!**

Wedding Checklist, as Part of Contract

Name of Bride _____
Address _____
Date of Wedding _____
Phone Number _____
Ceremony _____
Reception Site _____

Here are a number of suggestions for pictures. Please check off those you desire, plus fill in any special requests you may have. This list helps guide the photographer in making pictures.

AT THE HOUSE

- Mother adjusting veil
- Bride putting on garter with bridesmaid looking on
- Shot of wedding dress hanging up
- Bride looking out of a window
- Bride looking down at flowers
- Bride in dressing room with mirror
- Bride pinning corsage on mother
- Bride pinning flower on father
- Flower girl handing bouquet to bride
- Portrait of mother and bride father and bride
- Brother and sisters and bride
- Bride leaving house
- Father helping bride into car or limo

AT THE CHURCH PRIOR TO CEREMONY

- Groom and groomsmen
- Groom with best man
- Best man adjusting groom's tie
- Groom with best man and minister
- Signing marriage certificate
- Bride and bridesmaids in vestibule
- Bride's mother on usher's arm
- Grooms mother on usher's arm
- Other people being accompanied down aisle

DURING THE CEREMONY

- Bride being taken down aisle by father
- Father giving away bride
- Shots during the ceremony itself
- Time exposure of overall area during ceremony
- Family pictures at altar with parents
 - grandparents bridal party, etc
- Overall church shot (from balcony if available)

AFTER THE CEREMONY AT CHURCH

- Bride and groom coming down the aisle
- Groom kissing bride at the altar (set up)
- Groom putting ring on bride's finger (set up)
- Receiving line right after ceremony
- Bride and groom on the steps of church
- Getting into car or limo
- Shot while seated in car or limo
- Mood shots in and around church or wedding area grounds

BETWEEN THE CEREMONY AND THE RECEPTION

- Outdoor shots of bride and groom
 - Outdoor shots of wedding party
 - Shots of groom and best man and ushers
 - Shots of bride and maid of honor bridesmaids
- Suggested location for outdoor shots _____

AT THE RECEPTION

- Receiving line
- Wedding cake (prior to being cut)
- Ice sculpture if available
- Guests signing book
- Introduction of the wedding party
- Wedding party toasting bride and groom
- Close up of bride and groom toasting
- Dances: bride and father groom and mother
 - first dance
- Bride showing rings to bridesmaids
- General dancing shots
- Candid of wedding party
- Flower girl and ring bearer together
- Group family portraits (please be specific) _____

- Table shots (done on a sales-guaranteed basis only & by request only)

- Bride throwing bouquet
- Groom and garter
- Cutting the cake
- Bride and groom feeding cake to one another
- Bride and groom's hands with rings and flowers
- Rings with flowers

Special requests _____
