

SONGMAN ENTERTAINMENT AND EVENTS
WEDDING DETAIL SHEET

JESSE CHARLES DANCE BAND

WEDDING COORDINATION WORKSHEET

Please complete this worksheet carefully. Take your time. When it is complete
make a copy and mail it to us one month prior to your wedding!
Please call us with any questions you may have in the meantime!

My Songman Entertainment Consultant: LINDSEY BARROW

Songman Office: (408) 972-1204

Website: www.jessecharlesband.com

Songman Fax: (408)629-3640

e-mail: lindsey@songmanentertainment.com

WEDDING DATE: _____

Bride's Name: _____ Day Phone: _____

Eve Phone: _____

Groom's Name: _____ Day Phone: _____

Eve Phone: _____

Mailing Address: _____

City: _____ Zip: _____

WEDDING CEREMONY INFORMATION

Wedding Ceremony Time: _____

Officiant: _____

Officiant's Phone Number: _____

Wedding Ceremony Location: _____

Address: _____ City/Zip: _____

Location Phone Number: _____ Contact: _____

Wedding Ceremony Coordinator: _____

If you have made arrangements for music at the ceremony with Songman, please complete:

Vocalist: _____

Accompanist: _____

Other: _____

RECEPTION DETAILS

Number of Guests expected: _____

Cocktail Hour(s): _____

Dinner Hour(s): _____

Time Facility ends reception: _____

Name of Reception Location: _____

Reception Room Name: _____

Address: _____ City/Zip: _____

Location Phone Number: _____

Contact Name: _____

Contact Direct Phone Number: _____

Please list names and numbers below

PHOTOGRAPHER: _____ Phone () _____

VIDEOGRAPHER: _____ Phone () _____

WEDDING COORDINATOR: _____ Phone () _____

CATERER: _____ Phone () _____

SCHEDULE OF EVENTS

We will be having a _____ GRAND ENTRANCE

_____ RECEIVING LINE

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GRANDPARENTS & PARENTS

Include them in Grand Entrance: [] Yes [] No
If included, then introduce them: [] prior to Bridal Party
[] After Bride & Groom

Groom's Grandparents: _____
Groom's Parents: _____
Bride's Grandparents: _____
Bride's Parents: _____

BRIDAL PARTY

Bridal party is introduced in the order they entered the wedding ceremony.

BRIDESMAIDS

GROOMSMEN

Maid/Matron of Honor: _____
Best Man: _____

Flower Girl: _____
Ring Bearer: _____

THE NEW MR. & MRS: _____

THE TOAST(S)

Typically, the toast starts with the Best Man, then Maid of Honor then parents...

1 _____
2 _____
3 _____
4 _____

THE MEAL TIME

Dinner Hour(s): Starts at: _____

Is entertainment invited to eat? [] Yes [] No

Dinner background music: _____

THE DANCE HOURS

Song Selection

FIRST DANCE: _____
FATHER/DAUGHTER: _____
Invite Groom and his Mother in middle of above song? [] Yes [] No
BRIDAL PARTY: _____

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OPEN DANCING MUSIC SELECTION

All of our Bands and Disc Jockeys play a variety of music to accommodate your guest's musical tastes. To best serve you, we would like an idea of your most preferred music. Please list your and your parent's favorite songs by name and/or artist. Refer to your Band or Disc Jockey song list.

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

CAKE CUTTING

Typically, the cake cutting is done 1 hour after the First Dance.

BOUQUET & GARTER TOSS

Single Ladies:

Single Guys:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

AUDIENCE PARTICIPATION

To make your event more interesting and fun for all please discuss the following:

- CONGA LINE - HULA HOOPS - SOUL TRAIN - KARAOKE
- COUNTRY LINE DANCES - ELECTRIC SLIDE - CHICKEN DANCE
- TARANTELLA - HAVA NAGILA

SPECIAL DEDICATION(S)

Dedicated to:

Song:

Reason:

_____	_____	_____
_____	_____	_____
_____	_____	_____

LAST DANCE

First Choice: _____
Second Choice: _____