

# Event Planning Tool

*This is a guide to assist you as you plan your event.*



Name \_\_\_\_\_

Date of Event \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

## Introductions

### Acknowledgments - Please print and spell phonetically

*(These people can be seated and stand when they are acknowledged or walk in prior to the Honored Couple)*

Parents of Bride: \_\_\_\_\_ Parents of Groom: \_\_\_\_\_

Grandparents of Bride: \_\_\_\_\_ Grandparents of Groom: \_\_\_\_\_

Guest Registrar: \_\_\_\_\_ Ushers: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring bearer: \_\_\_\_\_

Special Friends Who Assisted: \_\_\_\_\_

### Wedding Party Please print and spell phonetically

*Introduction Song for Wedding Party*

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_

Escorted By: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

### Introduction of the Bride and Groom

*(Please write how you would like to be introduced)*

*Introduction Song for Bride & Groom*

Name: \_\_\_\_\_

☐ Welcome and Opening Comments

*(Father of the Bride)*

☐ The Blessing (optional)

*(When everyone is in place, MC will introduce minister/priest/rabbi/other to offer the blessing)*

Given by: \_\_\_\_\_

Offered by: \_\_\_\_\_

☐ Food Service announcement; dismissal by staff after Bride & Groom and Family

☐ Cake Cutting - Special Song: \_\_\_\_\_

*(Example: "Cut the Cake"-Average White Band)*

☐ Toast by Best Man: \_\_\_\_\_

Others: \_\_\_\_\_

## Dancing

☐ First Dance: \_\_\_\_\_

☐ Parents Dance: \_\_\_\_\_

☐ Bridal Party Dance: \_\_\_\_\_

15-20 Minutes after First Dance-Bouquet and Garter Toss:

☐ Bouquet Toss Music: \_\_\_\_\_

(Example: *Girls Just Wanna Have Fun* Cindi Lauper)

☐ Garter Toss Music: \_\_\_\_\_

(Example: *"oh Yeah", "Stripper"- David Rose & the Orchestra*)

☐ Anniversary Dance: \_\_\_\_\_

(Optional) All married couples- *"Anniversary Waltz*

After garter/bouquet toss, if the Bride is going to dance with her father...now is the time.

☐ Father& Daughter Dance: \_\_\_\_\_

☐ Mother& Son Dance: \_\_\_\_\_

Special Events, Announcements-Birthdays, Anniversaries, etc. \_\_\_\_\_

\_\_\_\_\_ Last Dance Song \_\_\_\_\_

## Group Therapy Songs (alphabetical list)

☐ Bunny Hop

☐ Electric Slide

☐ Limbo

☐ Stroll

☐ Cupid Shuffle

☐ Cha-Cha Slide

☐ Hokey Pokey

☐ Locomotion

☐ Train-Conga Line

☐ Chicken Dance

☐ Honeymoon Dance

☐ Macarena

☐ Twist

## Attire:

☐ Tuxedo

☐ Casual

## Music Selection

Favorites: \_\_\_\_\_

Don't Play No Matter What! \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you – We appreciate this extra effort on your part to make sure your event will be the best it can be! Your suggestions are welcome, and will help customize the music to match your sequence of ceremonial events.

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