

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)

- | | | | | |
|--|--|-------------------------------------|---|--|
| <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Limbo | <input type="checkbox"/> Stroll | <input type="checkbox"/> Cupid Shuffle |
| <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Locomotion | <input type="checkbox"/> Train-Conga Line | |
| <input type="checkbox"/> Chicken Dance | <input type="checkbox"/> Honeymoon Dance | <input type="checkbox"/> Macarena | <input type="checkbox"/> 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.