

# Upfront Entertainment Wedding Planner

## 810-516-6746

Please fill out this questionnaire and return to us at: 1479 Schafer Dr. , Burton MI, 48509 by:  
This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet.  
After returning this form, please notify us of any changes. Thank You!

### INTRODUCTIONS

Please number the following in the order you would like to have announced.

_____ Parents of the Bride _____	
_____ Parents of the Groom _____	
_____ Maid of Honor _____	Best Man _____
_____ Bridesmaid _____	Groomsman _____
_____ Bridesmaid _____	Groomsman _____
_____ Bridesmaid _____	Groomsman _____
_____ Bridesmaid _____	Groomsman _____
_____ Bridesmaid _____	Groomsman _____
_____ Bridesmaid _____	Groomsman _____
_____ Flower Girl _____	Ring Bearer _____
_____ Bride _____	Groom _____

### DANCES

Bride & Groom Dance:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Wedding Party Dance:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Bride & Father Dance:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Groom & Mother Dance:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Garter Catcher & Bouquet Catcher's Dance:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Other Dance: (If chosen)  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

### MUSIC

Music for the Cutting of the Cake:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Removal of the Garter:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Bouquet Toss:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Garter Toss:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Garter Catcher to dress the garter:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Bouquet Catcher to dress the garter:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Dollar Dance (If Chosen):

Song \_\_\_\_\_ Song \_\_\_\_\_ Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_ Artist(s) \_\_\_\_\_ Artist(s) \_\_\_\_\_

## Reception Event Order

This is for you to use as a guideline in planning your wedding reception. Please insert a number next to each event. Start with number 1 and follow in numerical order. **All events are optional**, please put a line through any event to eliminate.

\_\_\_\_\_ **Background Music** will be played during the arrival of the guests and during food service.

\_\_\_\_\_ **Wedding Party Announcements** The DJ and DJ assistant will announce the wedding party. **Time:** \_\_\_\_\_

\_\_\_\_\_ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.

\_\_\_\_\_ **Food Service** will be announced with the Bridal Party being served first followed by the guests. **Time:** \_\_\_\_\_

\_\_\_\_\_ **Toast** The best man will be introduced. Wireless microphone available. Before or After dinner is served? Please circle one.

\_\_\_\_\_ **Other Toasts** Please circle. Father of the Bride Father of the Groom Maid of Honor Groomsman Bridesmaid

\_\_\_\_\_ **Cake Cutting** announced and attention will be directed towards the cake and the Bride & Groom.

\_\_\_\_\_ **Special Dance - Bride & Groom** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Bride & Father** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Groom & Mother** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Wedding Party** will be invited onto the dance floor to dance to a song selected by you.

\_\_\_\_\_ **Special Dance - Couple who caught Garter & Bouquet** Their special song played.

\_\_\_\_\_ **Other** - Use to write in your own special event or dance, otherwise please disregard.

\_\_\_\_\_ **Dancing** to your music selections along with appropriate requests from your guests.

\_\_\_\_\_ **Bouquet Toss** We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.

\_\_\_\_\_ **Garter Removal & Toss** The bride sits down and the groom uses only his teeth to get that garter off the lady. We will call up the groom and the single men. Then we will give a countdown for the toss.

\_\_\_\_\_ **The Garter Catcher dresses the Garter on the Bouquet Catcher's leg** They will be introduced and your chosen song played.

\_\_\_\_\_ **The Bouquet Catcher dresses the Garter on the Garter Catcher's leg** They will be introduced and your chosen song played.

\_\_\_\_\_ **Dancing** to more dance music until the end of your reception.

For the next section, please also consider the music requests from your guests.

Songs and/or types of music you **DO NOT** want to hear:

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Songs and/or types of music you **DO** want to hear:

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Birthdays or Anniversaries to be announced:

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**Avalanche Dance** Yes / No (Please circle one)

This is great way to get all your guests onto the dance floor. Here's how it works... The wedding party is called onto the dance floor and a song is played (The song is a fast song) and the wedding party begins dancing. Now, when they hear the music stop, each person will go into the audience and bring back a different dance partner to the dance floor. Then, when everyone comes back to the dance floor, the dancing begins again. This cycle continues until everyone is on the dance floor. This dance is usually done at the beginning of the open dancing.

**Optional Specialty Dances** Please check the dances that you would like to have.

Dollar Dance  Chicken Dance  Hokey Pokey  Cha-Cha Slide  Hustle  Macarena  YMCA

Any additional comments or anything you would like to add for your wedding reception?

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May we take pictures at your wedding reception to post on our website? Yes / No (Please circle one)

Need some suggestions for that special dance song and/or music for an event?

Visit our website at: [www.upfrontentertainment.org](http://www.upfrontentertainment.org) to view a list of our music and other info

Your time and effort put forth into completing this planner is greatly appreciated!

Please complete and mail back to us by the date indicated on the top of the first page.

You will receive a phone call the week of your wedding reception to confirm the details on this wedding planner.

## Contact Information Page

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Post Wedding Mailing Address \_\_\_\_\_

Email \_\_\_\_\_ Daytime Ph # \_\_\_\_\_ Night \_\_\_\_\_

Bride's Cell # \_\_\_\_\_ Groom's Cell \_\_\_\_\_

Point of Contact & Phone # the day of the wedding \_\_\_\_\_

Ceremony Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Reception Date \_\_\_\_\_ Beginning Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Location/Address of Reception \_\_\_\_\_

Theme of Reception \_\_\_\_\_

Reception held Indoors? \_\_\_ Outdoors? \_\_\_ (If outdoors, shelter for DJ MUST be provided, see agreement)

Dress Code: \_\_\_\_\_

Banquet Manager / Venue Contact: \_\_\_\_\_ Contact # \_\_\_\_\_

To help us get a feel of the kind of music you like, PLEASE list below a few of your favorite artists~

Some Bride Favorites \_\_\_\_\_

\_\_\_\_\_

Some Groom Favorites \_\_\_\_\_

\_\_\_\_\_

Note: I have well over 60,000 songs in my music collection. For practical reasons, I no longer provide customers with a printed list of every song I own. I have found over the years that clients request songs from the Top 200 Chart, and Billboard Magazine's Top 40 Chart. Those charts as well as other helpful music lists can be located on the web.

Select the charts, and print them out. Highlight the songs you want and bring the charts with you to the planning meeting.

Please list on the "Must Play" sheet your specific requests. Please limit your "must play" requests to 25 songs.

During a 4-hour reception, time will only permit me to play approximately 70-80 songs. This INCLUDES the background or "mingle music" played during the first hour. Please keep that in mind when selecting your music. I will do my very best to play as many songs from your request list as possible.

Upfront Entertainment 810-516-6746

Visit us on the web at [www.Upfrontentertainment.org](http://www.Upfrontentertainment.org)