

Ed Lee Music Wedding Reception Planner

For the wedding of _____ & _____

Date & Time frame our services are required _____

<i>Location of Reception and or Ceremony</i>	<i>Address & Phone Number</i>	<i>Contact Person</i>
_____	_____	_____
_____	_____	_____

<i>Master of Ceremonies</i>	<i>Contact Person</i>	<i>Number of Guests</i>	<i>Average Age</i>

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From- To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				
Videographer				

*The printed order of events is only a suggestion. Every reception is different, and this is
YOUR reception. Any event may be added, removed, or rearranged as long as it is
clearly indicated*

Order of Events

<u>Sequence</u>	<u>Time</u>	<u>Event</u>
1		<i>Guests arrive</i>
		<p><i>Do we have to provide music in other room(s) at any time (such as for cocktail hour)? If so, what, where and when?</i></p> <hr/>
2		<i>Guest seating for ceremony</i>
3		<p><i>Wedding Ceremony</i></p> <p><u>Wedding Party Entrance (some suggestions follow):</u></p> <ul style="list-style-type: none"> • <i>Canon in D (Pachelbel)</i> (Traditional) • <i>Claire de Lune (Debussy)</i> (Traditional) • <i>Theme from Chariots Of Fire</i> (Contemporary) • <i>Chapel Of Love (Dixie Cups)</i> (Very Contemporary) <p><u>Bride's Entrance (some suggestions follow):</u></p> <ul style="list-style-type: none"> • <i>Bridal March / Bridal Chorus (Wagner)</i> • <i>Trumpet Voluntary (Clarke)</i> (Traditional) • <i>Only Time (Enya)</i> (Contemporary) • <i>The Wedding Song (Kenny G)</i> (Contemporary) • <i>Oh Pretty Woman (Roy Orbison)</i> (Contemporary) <p><u>Kiss (music optional) (some suggestions follow):</u></p> <ul style="list-style-type: none"> • <i>I Feel Good (James Brown)</i> (Very Contemporary)

		<p><u><i>Exit as Husband and Wife (some suggestions follow):</i></u></p> <ul style="list-style-type: none"> • <i>Wedding March (Mendelssohn)</i> (Traditional, but not for Jewish weddings) • <i>Theme from Chariots of Fire</i> (Contemporary) • <i>By the Time This Night Is Over (Kenny G/Peabo Bryson)</i> (Contemporary) • <i>We've Only Just Begun (Carpenters)</i> (Contemporary)
4		<p><i>Cocktail Hour</i></p> <p><i>Music for cocktail hour (suggested genres are soft jazz, soft show tunes, or slow rock):</i></p>
5		<p><i>Reception Start</i></p>
6		<p><i>Grand Entrance</i></p> <p><i>Introductions can be performed by your Disc Jockey, MC (Master of Ceremonies), or by someone else. (Requests to change this at the reception will only be honored if given directly by the Bride or Groom to the MC.) Who will be performing the introductions? _____</i></p> <p><i>Suggested order of introductions (note: you can opt to have the grandparents rise in their seats and recognize them there):</i></p> <hr/> <ol style="list-style-type: none"> 1. <i>Bride's grandparents</i> 2. <i>Groom's grandparents</i> 3. <i>Bride's parents</i> 4. <i>Groom's parents</i> 5. <i>Bridesmaids and Groomsmen</i> 6. <i>Maid/Matron Of Honor</i> (Can be combined with Best Man) 7. <i>Best Man</i> (Can be combined with Maid/Matron of Honor) 8. <i>Bride and Groom</i>

		<p><u>Wedding Party Enters Reception:</u></p> <ul style="list-style-type: none"> • <i>This can be done in many different ways from traditional to fun to wacky.</i> • <i>Usually what works well is something upbeat and happy so everyone realizes that its time to get things underway.</i> <p><u>Bride and Groom Enter Reception:</u></p> <p><i>This selection of music should be something the both of you are comfortable entering the room to. It could be something high energy. (A song that makes you say, "Oh lets Dance!") But it should be something fun.</i></p>
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Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. Use back or additional sheets if necessary. If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details below each person's name.

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>	<u>Music</u>

9		<i>Buffet or Dinner Service</i>
10		Dessert
11		<p><i>Toasts</i></p> <p style="text-align: center;"><u>Toast</u></p> <p>Name of person (<i>with phonetic pronunciation</i>) who will be introduced to give the toast (<i>usually the Best Man, could also be the Best Man and Maid/Matron Of Honor together</i>):</p> <p>Will there be other people offering toasts? If so, describe:</p> <p>_____</p> <p>After the toast, can the MC ask "does anyone else want to say something to the bride or groom or offer a toast?"</p> <p>_____</p> <p>After the toast, can the MC ask, "do the bride or groom have anything to say?"</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

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12		<p><i>Cake Cutting</i></p> <p>Music to play during cake cutting (suggestions follow):</p> <ul style="list-style-type: none"> • <i>When I'm 64 (Beatles)</i> • <i>How Sweet It Is To Be Loved By You (James Taylor)</i> • <i>Mission Impossible</i> • <i>Jeopardy Theme</i> • <i>Circle of Life (Elton John)</i> • <i>It Had To Be You (Harry Connick Jr.)</i> • <i>Our House (Crosby, Stills & Nash)</i> • <i>Sugar Sugar (The Archies)</i> • <i>Cut the Cake or Pick Up the Pieces (Average White Band)</i> • <i>Cuts Like a Knife (Bryan Adams)</i> • <i>Ice Cream (Sarah McLachlan)</i> • <i>In the Morning light (Yanni)</i>
13		<p><i>*(Good idea is for MC to give the guests 5-10 minutes to stretch their legs before the first dance)*</i></p>

14		<p><i>First Dance -</i></p> <p>Music for first dance (<i>slow song recommended</i>):</p> <p>_____</p> <p>You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. We can have the wedding party join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests (including wedding party) to join in at the same time. When and how do you want us to invite other guests to join in?</p>
15		<p><i>Second Dance-</i></p> <p>Music for Father/Daughter and Mother/Son dance (suggestions follow): _____</p> <ul style="list-style-type: none"> • <i>Unforgettable (Dinah Washington, Natalie Cole or Nat King Cole)</i> • <i>Wind Beneath My Wings (Bette Midler)</i> • <i>Through the Years (Kenny Rogers)</i> • <i>A Song For My Son/Daughter (Mikki Viereck)</i> • <i>Stand By Me (Ben E. King)</i> • <i>Always and Forever (Luther Vandross)</i> • <i>Daddy's Little Girl (Al Martino)</i> • <i>You've Got a Friend (James Taylor) (If someone other than Father / Mother)</i> <p><i>We can invite all fathers/daughters and all mothers/sons to dance instead of just the bride's and groom's alone. You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. We can have the wedding party join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests (including wedding party) to join in at the same time. When and how do you want us to invite other guests to join in?</i></p>

16		<p><i>Third Dance</i></p> <p><i>Suggestion</i></p> <ul style="list-style-type: none"> • <i>That's What Friends Are For (Wedding Party Dance)</i> <p><i>DJ can invite everyone to join in half way through or invite whomever you choose in whichever order you would like.</i></p>
17		<p><i>Open Dancing</i></p> <p>Here are some popular slow songs:</p> <ul style="list-style-type: none"> • <i>Unchained Melody (Righteous Brothers)</i> • <i>Unforgettable (Natalie Cole, or Nat King Cole)</i> • <i>Can't Help Falling In Love (Elvis Presley)</i> • <i>Can You feel The Love Tonight (Elton John)</i> <p>Getting things started after slow song:</p> <ul style="list-style-type: none"> • <i>Old Time Rock and Roll (Bob Seger)</i> • <i>In the Mood (Glenn Miller)</i> • <i>Twist and Shout (Beatles)</i> • <i>We Are Family (Pointer Sisters)</i> • <i>Celebration (Kool and the Gang)</i> <p>Group/Participation Dance</p> <ul style="list-style-type: none"> • <i>YMCA (Village People)</i> • <i>Electric Slide (Marcia Griffiths)</i> • <i>Hokey Pokey (Various)</i> • <i>Chicken Dance (Various)</i> • <i>Conga Line (Various)</i> • <i>Cha Cha Slide – (Casper)</i>

18		<p><i>Bouquet -</i></p> <p>Music (some suggestions to follow):</p> <p><u>Bouquet Toss</u></p> <ul style="list-style-type: none"> • <i>Girls Just Want to Have Fun (Cyndi Lauper)</i> • <i>Pretty Woman (Roy Orbison)</i> • <i>Theme from Rocky (Gonna Fly Now)</i> • <i>Hands Up (Sway)</i>
19		<p><i>Garter –</i></p> <ul style="list-style-type: none"> • <i>Theme From Mission Impossible</i> • <i>Legs (ZZ Top)</i> • <i>The Stripper (David Rose)</i> • <i>I'm Too Sexy (Right Said Fred)</i> • <i>You Can Leave Your Hat On (Joe Cocker or Tom Jones)</i> • <i>Oh Yeah (Yello)</i> <p>The bouquet and garter toss can be done in an "ordinary" fashion, or it can be "livened up" by many different twists—ask us for ideas if you want to try something different. How do you want to do the bouquet and garter toss?</p> <p>Will there be additional dancing after the bouquet and garter toss, or is it to be followed immediately by the last dance and the end of the reception?</p>

20		<p><i>Last Dance –</i></p> <p>Music for last dance (some suggestions follow):</p> <ul style="list-style-type: none"> • <i>Last Dance (Donna Summer)</i> • <i>Times Of Your Life (Donna Summer)</i> • <i>I've Had the Time Of My Life (from Dirty Dancing)</i> • <i>You're the One That I Want (from Grease)</i> • <i>New York, New York (Frank Sinatra)</i> • <i>Goodnight Sweetheart (The Spaniels)</i> • <i>Day-O (Harry Belafonte)</i> • <i>Happy Trails (Van Halen)</i> • <i>Time Of Your Life (Greenday)</i> <p>Are you leaving before the last dance? If so, at what time?</p>
21		<p><i>Archway to Leave -</i></p>
		<p>**Any special announcements ** (at any time in the night)</p>

Ethnic Dances, Etc.

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception. Any ethnic music should be provided to Ed Lee Music 2-3 weeks before the reception.

List Of Songs & Music Types NOT To Be Played (Use back or additional sheets if necessary)

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST (Use back or additional sheets if necessary)

Do you want us to put our request forms on all of the tables to make it easier for guests to make requests?

Music Requests (Songs to be played) (Use back or additional sheets if necessary)

<u>Title/Artist</u>	<u>Notes (specific time to play, person to dedicate to, etc.)</u>