



www.JoeFarren.com

207-318-4547

joefarrenmusic@gmail.com

WEDDING PLANNER

(EVERYTHING YOU AND I NEED TO KNOW)

PERFORMANCE INFORMATION

NAME OF FACILITIES: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE NUMBER: _____ FACILITIES CONTACT PERSON: _____

DATE OF EVENT: _____ FACILITIES RESERVED FROM (DATE & TIME): _____ TO: _____

MUSIC SCHEDULED FROM (TIME): _____ TO (TIME): _____

NUMBER OF GUESTS EXPECTED: _____

CATERER: _____ PHONE NUMBER: _____

PHOTOGRAHER: _____ PHONE NUMBER: _____

VIDEOGRAPHER: _____ PHONE NUMBER: _____

WEDDING PLANNER

Contact information for Wedding Couple:

Name: _____ Phone: _____

Name: _____ Phone: _____

CEREMONY

CEREMONY TIME: _____ AM/PM

CEREMONY LOCATION: _____

OFFICIATE: _____

IS ELECTRICAL POWER AVAILABLE ON SITE? (Yes: ☐ No: ☐) REQUEST FOR BATTERY POWERED EQUIPMENT (Yes: ☐ No: ☐)

CEREMONY (continued)

PRELUDE MUSIC

Performed Live: (Yes: ☐ No: ☐) or MP3's (Yes: ☐ No: ☐)

Prior to the Ceremony when people arrive and are being seated, what type of music do you want played (approx 15-20 minutes)?

- ☐ classical
☐ soft jazz
☐ soft pop/love songs
☐ OTHER _____

Please choose music for each of the following sections. Check the appropriate box and fill in any songs that you would like played during the Ceremony. Remember, this is YOUR ceremony so make it uniquely yours!

PROCESSIONAL 1 – BRIDAL PARTY

☐ Check here if you would like the traditional “**Pachelbel Canon in D**” for Family, Bridal Party, Flower Girl & Ring Bearer, etc. to walk down the aisle to.

☐ No Thanks, I would like this alternative song played: _____ by: _____

Processional Performed Live (Yes: ☐ No: ☐) If so, Instrumental (Yes: ☐ No: ☐) or with Vocals (Yes: ☐ No: ☐)

Prefer mp3 (Yes: ☐ No: ☐)

PROCESSIONAL 2 – WEDDING COUPLE

Will one or both of you be walking down the Aisle? _____

☐ I would like this song played for walking down the aisle: _____ by: _____

Processional Performed Live (Yes: ☐ No: ☐) If so, Instrumental (Yes: ☐ No: ☐) or with Vocals (Yes: ☐ No: ☐)

Prefer mp3 (Yes: ☐ No: ☐)

RECESSIONAL – BRIDAL PARTY/WEDDING COUPLE EXIT

☐ Check here if you would like the traditional “**Wedding March**” from **A Midsummer Night’s Dream**” played for the exit.

☐ No Thanks, I would like this alternative song played for the exit: _____ by: _____

Processional Performed Live (Yes: ☐ No: ☐) If so, Instrumental (Yes: ☐ No: ☐) or with Vocals (Yes: ☐ No: ☐)

Prefer mp3 (Yes: ☐ No: ☐)

MICROPHONE NEEDS

1. Will the Officiate/Minister need a microphone? (Yes: ☐ No: ☐)

2. Is anyone singing or performing during the Ceremony? (Yes: ☐ No: ☐) / by: _____

ADDITIONAL NOTES

COCKTAIL HOUR

COCKTAIL HOUR TIME: _____AM/PM

COCKTAIL HOUR LOCATION: _____

Live Music: (Yes: ☐ No: ☐)

What type of live music do you want played?

Check all that apply

- ☐ Contemporary
- ☐ Jazz Standards
- ☐ Country
- ☐ Folk

- ☐ Singer/Songwriter
- ☐ Instrumentals
- ☐ OTHER _____

MP3's: (Yes: ☐ No: ☐)

What type of recorded music do you want played?

Check all that apply

- ☐ Jazz Standards (Frank Sinatra, Tony Bennett, etc.)
- ☐ Reggae (Bob Marley, etc.)
- ☐ Country
- ☐ Folk
- ☐ Singer/Songwriter
- ☐ Motown

- ☐ Big Band
- ☐ R&B
- ☐ Instrumental Jazz
- ☐ Classical
- ☐ OTHER _____

DINNER HOUR

Live Music: (Yes: ☐ No: ☐)

What type of live music do you want played?

Check all that apply

- ☐ Jazz Standards
- ☐ Contemporary
- ☐ Country
- ☐ Folk

- ☐ Singer/Songwriter
- ☐ Instrumentals
- ☐ OTHER _____

MP3's: (Yes: ☐ No: ☐)

What type of recorded music do you want played?

Check all that apply

- ☐ Standard Classics (Frank Sinatra, Tony Bennett, etc.)
- ☐ Reggae (Bob Marley, etc.)
- ☐ Country
- ☐ Folk
- ☐ Singer/Songwriter
- ☐ Motown

- ☐ Big Band
- ☐ R&B
- ☐ Jazz
- ☐ Classical
- ☐ OTHER _____

RECEPTION

Do you want to be introduced at the reception? (Yes: ☐ No: ☐)

How do you want to be introduced? _____

Do you want parents/family introduced at the reception? (Yes: ☐ No: ☐)

If so, please list names of parents/family being introduced:

_____’s side

_____’s side

Are you having a wedding party? (Yes: ☐ No: ☐)

Do you want them introduced at the reception? (Yes: ☐ No: ☐)

If so, Names of attendants being introduced:

_____’s side

_____’s side

_____ with: _____

_____ with: _____

_____ with: _____

_____ with: _____

_____ with: _____

with:

RECEPTION (continued)

Song Selections

Would you like me to provide music for any of the following traditional wedding elements? If so, please check the box and write the appropriate song/artist on the line below.

Wedding Party's Introductions/Entrance to Reception (Yes: ☐ No: ☐)

_____ by: _____

Couple's Introductions/Entrance to Reception (Yes: ☐ No: ☐)

_____ by: _____

First Dance (Yes: ☐ No: ☐)

_____ by: _____

Wedding Party Dance (Yes: ☐ No: ☐)

_____ by: _____

Dance with Parent(s) (Yes: ☐ No: ☐) Who? _____

_____ by: _____

Dance with Parent(s) (Yes: ☐ No: ☐) Who? _____

_____ by: _____

Dance with Anyone Else Special (Yes: ☐ No: ☐) Who? _____

_____ by: _____

Cake Cutting (Yes: ☐ No: ☐)

_____ by: _____

Last Dance (Yes: ☐ No: ☐)

_____ by: _____

Other (eg: anniversary dance, garter toss, bouquet toss, etc): (Yes: ☐ No: ☐)

_____ by: _____

_____ by: _____

_____ by: _____

RECEPTION (continued)

Toast to Wedding Couple?

☐ YES ☐ NO

Toast to Be Made:

- ☐ Before Meal
- ☐ During Meal
- ☐ After Meal

Toast To Be Made By: _____

Toast To Be Made By: _____

Toast To Be Made By: _____

Blessing Before Dinner

☐ YES ☐ NO

By: _____

DANCING

RECORDED MUSIC BY TYPE: (Please indicate the type of music you would like from the list below – REMEMBER TO THINK OF THE MANY DIFFERENT AGE GROUPS OF YOUR GUESTS AS WELL AS THE MANY DIFFERENT TASTES IN MUSIC!)

- ☐ Standard Classics
- ☐ Top 40
- ☐ Club/Dance
- ☐ EDM
- ☐ Classic Rock
- ☐ 50's Oldies
- ☐ 60's Hits
- ☐ 70's Hits
- ☐ Disco
- ☐ New Country

- ☐ Motown
- ☐ R&B Dance
- ☐ Hip Hop
- ☐ Old School R&B/FUNK
- ☐ Latin
- ☐ Hip-Hop
- ☐ Reggae
- ☐ Big Band Swing
- ☐ Ballroom (Fox Trot, Waltz)
- ☐ Group Dance

Please list any songs you DO NOT WANT played at your reception:

Please list any additional songs that you would like to have played at your reception: (please spell correctly the song title/artist)
