



The J.M.W. Entertainment Group, LLC

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JMW Entertainment - Wedding Reception Planning Sheet

Client Information:

Last Name: _____ **First Name:** _____

Bride's Name: _____ **Groom's Name:** _____

Event Date: _____ **Event Start Time:** _____ **Event End Time:** _____

Work Phone: _____ **Home Phone:** _____ **Cell Phone:** _____

Home Address: _____

City: _____ **State:** _____ **Zip:** _____

Email: _____

Work Email: _____

Best time to contact you: _____

Venue Information:

Venue Name: _____

Venue Address: _____

City: _____ **State:** _____ **Zip:** _____

Venue Phone: _____ **Venue Fax:** _____

Name of Room (Ballroom, Banquet Hall, etc.): _____

What time can JMW Entertainment have access to the room to setup: _____

Banquet Manager's Name: _____

Banquet Manager's Phone: _____

Banquet Manager's Fax: _____

Venue Information (continued)

Banquet Manager's Email: _____

Venue / Banquet Facility Website: _____

Will DJs & staff be served dinner? **Yes / No**

Is the event on the ground floor? **Yes / No**

Is there an elevator or freight elevator JMW Entertainment can use for setup? **Yes / No**

If so, what time will the elevator be available? _____

Caterer and Photographer Information:

Caterer Information:

Name of Caterer: _____

Contact Person: _____

Caterer's Phone: _____ Caterer's Fax: _____

Caterer's Email: _____

Photographer Information:

Name of Photographer: _____

Contact Person: _____

Photographer's Phone: _____ Photographer's Fax: _____

Photographer's Email: _____

Videographer Information:

Name of Videographer: _____

Contact Person: _____

Videographer's Phone: _____ Videographer's Fax: _____

Videographer's Email: _____

Wedding / Bridal Party Information:

-Please list all Bridesmaids, Groomsmen, Ushers and any additional members of the Bridal Party as you would like them to be announced. Thank you.

Bridal Party Introduction Song:

Song Title: _____

Artist: _____

Bride & Groom Introduction Song:

Song Title: _____

Artist: _____

Grandparents of the Bride:

Mother's Name: _____ Father's Name: _____

Grandparents of the Groom:

Mother's Name: _____ Father's Name: _____

Parents of the Bride:

Mother's Name: _____ Father's Name: _____

Parents of the Groom:

Mother's Name: _____ Father's Name: _____

Bridesmaids & Groomsmen:

Ms. _____, Escorted by Mr. _____

Ms. _____, Escorted by Mr. _____

Ms. _____, Escorted by Mr. _____

Ms. _____, Escorted by Mr. _____

Junior Brides Maids & Ushers:

Ms. _____, Escorted by Mr. _____

Ms. _____, Escorted by Mr. _____

Ms. _____, Escorted by Mr. _____

Flower Girl(s) & Ring Bear:

Ms. _____, Escorted by Mr. _____

Maid of Honor & Best Man:

Ms. _____, Escorted by Mr. _____

Bride & Groom:

Mr. and Mrs. _____

Notes:

Reception Information:

Will there be a cocktail hour? **Yes / No**

Is the cocktail hour in the same room as the reception? **Yes / No**

Will there be a toast or blessing? **Yes / No**

-If **YES** who will be giving the Toasts or Blessings, please list names below.

Toasts:

Name: _____

Name: _____

Name: _____

Blessing:

Priests Name / Rev.: _____

Additional Name: _____

Bridal Party Dances:

Will all bridal party dances be done before dinner? **Yes / No**

First Dance (Bride & Groom)

Song Title: _____

Artist: _____

Bride & Father Dance:

Song Title: _____

Artist: _____

Groom & Mother Dance:

Song Title: _____

Artist: _____

Bridal Party Dance:

Song Title: _____

Artist: _____

Cake Cutting, Garter Toss & Bouquet Toss:

Cake Cutting:

Song Title: _____

Artist: _____

Will you be doing the Bouquet or Garter Toss? Yes / No

-If **YES**, please list songs you wish to use for both the garter toss and bouquet toss.

Garter Toss:

Song Title: _____

Artist: _____

Bouquet Toss:

Song Title: _____

Artist: _____

General Song Requests:

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

*****Please feel free to use our online request system at www.jmwentertainment.com, email or fax to submit your song requests for your wedding. We also have printable request sheets under the online request section of our website. You can include your request sheets with this form. Thank you.