

**Chris Moe Entertainment  
Wedding Event Planner**

**Bride and groom's information**

Bride's Name:

Groom's Name:

Occupation and/or School Major:

Occupation and/or School Major:

Phone:

Phone:

Cell:

Cell:

Email:

Email:

Is there going to be a honeymoon?

If so, where is it going to be?

Bride & groom's address after honeymoon (for mailing a satisfaction survey):

To better make your reception uniquely yours from the opening introductions to the final dance, please complete the following information:

**Bride's favorites**

Movies: \_\_\_\_\_

TV Shows: \_\_\_\_\_

Hobbies: \_\_\_\_\_

Music artist: \_\_\_\_\_

Radio station (please circle the types that are closest to your likes):

*Top 40 Urban/Hip-Hop Country Classic Rock Hard/Modern Rock Oldies*

*Other:* \_\_\_\_\_

**Groom's favorites**

Movies: \_\_\_\_\_

TV Shows: \_\_\_\_\_

**Chris Moe Entertainment  
Wedding Event Planner**

Hobbies: \_\_\_\_\_

Music artist: \_\_\_\_\_

Radio station (please circle the types that are closest to your likes):

*Top 40 Urban/Hip-Hop Country Classic Rock Hard/Modern Rock Oldies*

*Other:* \_\_\_\_\_

**Ceremony Information**

Wedding Date:

Name and address of ceremony location:

Begin time:

End Time:

**Reception information**

Name and address of establishment:

Contact Person:

Phone:

Email:

Primary room/location:

Guest Arrival Time:

Bridal Party Arrival Time:

Dance End Time:

Approximate number of guests:

**Photographer Information**

Business Name:

Contact Person:

Phone Number:

**Chris Moe Entertainment  
Wedding Event Planner**

**Caterer Information**

Business Name:

Contact Person:

Phone Number:

**Grand Introduction**

- Introduce Bride & Groom only as they enter reception
- Introduce Bride & Groom with the Bridal Party
- Introduce Parents of the Bride & Groom
- Introduce the Flower Girl & Ring Bearer
- No introductions

Parents (Stepparents) of Groom:

---

---

Parents (Stepparents) of Bride:

---

---

Flower Girl & Ring Bearer:

---

Bridesmaids & Groomsmen (in same order as entering church):

---

**&**

---

---

**&**

---

---

**&**

---

---

**&**

---

---

**&**

---

Maid/Matron of Honor & Best Man:

---

**&**

---

**Chris Moe Entertainment  
Wedding Event Planner**

How would you like to be introduced?

- Mr. & Mrs. John Doe
- Jane & John Doe
- John & Jane Doe
- Other: \_\_\_\_\_

Music for bride and groom introductions:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Music for bridal party introductions:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Other variations on introductions can be but are not limited to the following:

- Telling a sentence or two about each member of the wedding party and how you came to know them or where they are from.
- Have a theme song for each person as they are introduced. I can gather all the necessary information to do this.
- Based on your favorite hobbies or theirs we can have a theme.

Other suggestions for introductions:

---

---

---

---

**Cake cutting**

Would you like any music played during the cake cutting? **Yes No**

What song would you like played during the cake cutting?

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Additional notes for cake cutting:

---

---

**Chris Moe Entertainment  
Wedding Event Planner**

**Toast**

Name(s) and phonetic spelling of the person (people) giving the toast:

---

---

Would you like me to ask if any of your guests would like to make a toast or say something to the bride and/or groom? **Yes No**

Traditionally, the groom is to speak on behalf of the couple and thank people for coming after the toast. Would you like to do this? **Yes No**

**Dinner**

In my 22 years of experience, the most glaring thing that I see that needs to be overcome at a reception is that people are afraid to socialize. It can be tough for people who might not know others to become involved which may lead to them not wanting to enjoy the evening.

Rest assured, I am not going to leave people feeling intruded on nor do I want them to feel like they are being imposed upon or that someone is in their face. These are polite, yet fun ways to break the ice.

These are some ways to help people overcome their fears and enjoy the evening even more so:

*Check all or any that you would like your guests to do:*

- I can place some cards with questions about the bride and groom at each table before your guests arrive. Your guests can play together to come up with the answers.
- Sing a song with love, marriage or the bride and groom's name in it. Great for getting a group of people to get together and sing. Usually very entertaining!
- Have guests get in order of age, or by order of month in which they were born, or how far they drove. Another team playing experience which helps to get people to know each other.
- Playing poker or blackjack. No not really. What I would do is before the dinner even starts and the bridal party arrives is pass out playing cards, one to each person. Then announce that the first "team" to put together a winning blackjack hand or poker hand will be a winner. It's an easy way for people to start talking and interacting with each other.
- Another thing that guests like is having the freedom to request favorite music of theirs to dance to. I can come around as the dinner is winding down to take requests.

**Chris Moe Entertainment  
Wedding Event Planner**

Other suggestions:

---

---

---

---

Again, my intention is not to be rude or embarrass anyone. There is a fine line and I am very guarded about not crossing it.

*(Check any that apply)*

- No dinner
- Dinner to be served at guests' tables
- Dinner to be served buffet style
- Grace (Person's name: \_\_\_\_\_)
- Tables located on the dance floor
- I will invite your guests personally table by table to help themselves to the dinner

Suggestions for dinner music:

---

---

**Getting the Bride & Groom to Kiss**

Traditionally, guests tap dishes or glasses for the bride & groom to kiss. You could do something unique and have me announce what you want the guests to do to get you two to kiss.

- Have guests sing a song with kiss, love, marriage, or wedding or the bride and/or groom's name in it
- Have guests answer trivia questions about the bride & groom using a sheet of questions that I could have made in advance and at each table
- Have guests come up to microphone and tell a clean joke
- Have small bells placed at each table for guests to ring
- Have guests give marital advice on microphone
- Have guests give a toast
- Just the traditional tapping of the dishes

What would you like to suggest?

---

---

**Chris Moe Entertainment  
Wedding Event Planner**

**Special Dance Section**

Please note for the following songs that I leave these choices completely up to the bride and groom to make. I want it to be uniquely yours. However, if you have difficulty picking a song, please feel free to let me know if you need any help and I would be more than happy to assist you.

**First Dance**

The first dance is a special dance for just the bride and groom. It is usually a song with special meaning between the two of you or a favorite song of yours.

Music for first dance:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Additional notes for first dance:

---

---

---

**Father/Daughter and Mother/Son (Spotlight) Dances**

Traditionally, the Father/Daughter dance is first between these two dances or they can be combined. It is usually the second song of the evening and it usually conveys a meaning of love between a parent and a child. Sometimes, it nice to surprise the parent or stepparent with a song that you have chosen or it can be nice to leave the choice up to them.

- Father/Daughter Dance only
- Mother/Son Dance only
- Father/Daughter Dance and Mother/Son Dance separately
- Father/Daughter Dance and Mother/Son Dance combined
- Other spotlight dance \_\_\_\_\_
- None

Bride's Father's Name: \_\_\_\_\_

Music for Father/Daughter Dance:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Groom's Mother's Name: \_\_\_\_\_

**Chris Moe Entertainment  
Wedding Event Planner**

Music for Mother/Son Dance:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

**OR**, music for the combined dances:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Music for other spotlight dance:

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Person/people's names involved in dance: \_\_\_\_\_

Additional notes for Spotlight Dances:

---

---

**Dollar Dance**

The dollar dance is a tradition of guests wishing the bride and groom well by donating money to take a turn dancing with the bride and/or groom and talking with them.

Would you like to do the dollar dance? **Yes No**

Additional notes for dollar dance:

---

---

**Bouquet and garter tosses**

*(Check any that apply)*

- Bouquet Toss
- Garter Removal
- Garter Toss
- None

Music for bouquet toss

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

**Chris Moe Entertainment  
Wedding Event Planner**

Music for garter removal

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Music for garter toss

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Please note: I am open for any different interpretations of the tosses. It does not have to be traditional in order for it to be a memorable occasion. Please feel free to discuss any options or variations that you would like to consider.

Additional notes for bouquet and garter tosses:

---

---

**Your requests**

Please write down what songs that you want to dance to. These are "must plays":

---

---

---

---

---

---

---

---

---

---

Please write down what songs that you do NOT want played:

---

---

---

---

---

**Chris Moe Entertainment  
Wedding Event Planner**

**Odds & Ends**

Any sensitive subjects of which I should be made aware:

---

---

---

Any birthdays, anniversaries or other special occasions that you would like announced?

---

---

---