

Lutz Entertainment Wedding Planner

Contact: P: 914-456-4143 Email: jimmy@lutzentertainment.com

Instructions: Please complete the following no later than two weeks before your wedding.

Bride: _____ Groom: _____
Email: _____
Address: _____
Home Phone: _____ Cell: _____
Wedding Date: _____ Day of Contact Numbers: _____
Reception Location: _____
DJ Providing: Ceremony Music / Cocktail Music / Reception Music (*circle all that apply*)
Ceremony Time: _____ Cocktail Hour Time: _____ Reception Time: _____
Buffet or Sitdown (*circle one*) Approx. Number of Guests: _____

Grand Entrance: yes__ no__ Arrangement? (*form an arch, line up, etc...*) _____
Parents/Grandparents Entrance Song: Title: _____ By _____
Bridal Party Entrance Song: Title: _____ By _____
Bride and Groom Entrance Song: Title: _____ By _____

Bride's Grandparents: Sitting (S) or Walking In (W)

Groom's Grandparents: Sitting (S) or Walking In (W)

Parents of the Bride:

Parents of the Groom:

Flower Girl(s)

Ring Bearer(s)

Bride's Maids (in order of introductions):

Ushers (in order of introductions):

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____
- 9 _____
- 10 _____

Maid/ Matron of Honor (circle one):

Best Man:

Bride and Groom Introduction: (*How would you like to be introduced?*)

The Dances

yes__ no__ First Dance of Bride and Groom Title: _____ By _____
yes__ no__ Father/Daughter Dance Title: _____ By _____
yes__ no__ Mother/Son Dance Title: _____ By _____
yes__ no__ **Alternative:** Combined Parent Dance Title: _____ By _____
yes__ no__ Bridal Party Dance _____ Title: _____ By _____
yes__ no__ Last Dance/Song (Dedicated to Bride & Groom) Title: _____ By _____

Blessings and Toasts:

Best Man: _____
Maid of Honor: _____
Other: _____
Other: _____

Blessing/ Grace: yes__ no__ By: _____

Cutting of the Cake (*circle one or write down your own choice*) **yes__ no__**

"Chapel of Love" or "Wishin' and Hopin" or "Happy Together"

Other: Title: _____ By: _____

Bouquet Toss: **yes__ no__**

Calling of the Single Women: Title: _____ By: _____

Garter Toss: **yes__ no__**

Garter Removal: Title: _____ By: _____

Calling of the Single Men: Title: _____ By: _____

Placing Garter on the Single Woman: Title: _____ By: _____

1. Are there any birthday or anniversary announcements?

2. Are there any special items? (favors, disposable cameras, guestbook, group photo)

3. Who is your photographer? _____

4. Who is your videographer? _____

5. Anniversary Dance Song: _____ Centerpiece Giveaway: **yes__ no__**

6. Will guests be allowed to request songs? _____

7. Are there any songs you absolutely do not want played? (*Attach list if needed.*)

8. Do you want any line dances or none at all? (*electric slide, cha cha slide, YMCA, etc.*)

9. Any shuttle announcements which need to be made? _____

Notes: