

# Musicians Booking Agency

1801 Pictou Rd. Raleigh, NC 27606

Telephone: (919) 851-6396

## Wedding Reception Music Planner

(Please fill out and return the original to MBA and keep a copy for yourself)

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General Information:

Complete Part 1 With Appropriate Names & Telephone Numbers:

1) Bride \_\_\_\_\_ D: \_\_\_\_\_ E: \_\_\_\_\_

If out-of-state bride, please give local name & local telephone of person to contact:

Name: \_\_\_\_\_ D: \_\_\_\_\_ E: \_\_\_\_\_

Groom: \_\_\_\_\_ D: \_\_\_\_\_ E: \_\_\_\_\_

Wedding Director: \_\_\_\_\_ D: \_\_\_\_\_ E: \_\_\_\_\_

Monday a.m. contact: \_\_\_\_\_ D: \_\_\_\_\_ E: \_\_\_\_\_

(Monday after your reception person to be contacted by MBA)

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Complete Part 2 With Reception Location Information:

2) Date of Wedding Reception: \_\_\_\_\_ Reception time: \_\_\_\_\_

Name & address of Reception location: \_\_\_\_\_

\_\_\_\_\_ D: \_\_\_\_\_

Indoor or outdoor Reception: \_\_\_\_\_ Banquet Manager: \_\_\_\_\_

If outdoor Reception, name & address of alternate Reception site (in case of inclement weather):

\_\_\_\_\_

\_\_\_\_\_ D: \_\_\_\_\_

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Complete Part 3 with Reception Information:

2) Number of reception guests expected: \_\_\_\_\_

Names in majority of cities or states family or guests commonly reside: \_\_\_\_\_

National or cultural origins of family: Bride \_\_\_\_\_ Groom: \_\_\_\_\_

Do you wish any national/cultural music to be played at your reception? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list specific songs and groups: \_\_\_\_\_

What type of food service have you selected for your reception?

Cake & Punch: \_\_\_\_\_ Light hors d'oeuvres: \_\_\_\_\_ Heavy hors d'oeuvres: \_\_\_\_\_

Buffet dinner: \_\_\_\_\_ Sit-down dinner: \_\_\_\_\_ Other: \_\_\_\_\_

What kinds of food or what menu have you selected to serve your guests? \_\_\_\_\_

What time will your guests arrive at the reception location? \_\_\_\_\_

What time will you arrive at the reception location? : \_\_\_\_\_

Will there be a beginning cocktail or social hour? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, time start: \_\_\_\_\_ time ending: \_\_\_\_\_

What is the scheduled time for your food service? Start \_\_\_\_\_ End \_\_\_\_\_

What is the ending time for your reception at your location? \_\_\_\_\_

How many functions are you having in the same room at your location? \_\_\_\_\_

Ceremony: \_\_\_\_\_ Cocktail-Social Hour: \_\_\_\_\_ Dining: \_\_\_\_\_ Dancing: \_\_\_\_\_

Musicians and DJs set-up for the performance immediately prior to their performance. If you are planning more than 1 function in the same room, early set-up for the performers may need to be scheduled to make a smooth transition for your celebration. Early set-up by the performers also incurs an extra early set-up fee. Please check with your Banquet Manager about the performer(s) access time and set-up time: \_\_\_\_\_

Do you want to be introduced when you arrive? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how do you want to be introduced (such as Mr. & Mrs. John Smith or in the case of a bride retaining her family name, John Smith and Mary Jones)? \_\_\_\_\_

Do you want the Wedding Party to be introduced? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please complete and attach a separate typewritten script with appropriate names:

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Maid/Matron of Honor & Best Man: \_\_\_\_\_

Bridesmaid & Groomsmen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl(s) & Ring Bearer(s): \_\_\_\_\_

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

Will you have a special First Song Dance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list your preferred song for the first dance: \_\_\_\_\_

Who will be on the dance floor for the first dance? \_\_\_\_\_

Will you have a special Second Dance? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list your preferred song for the second dance: \_\_\_\_\_

Who will be on the dance floor for the second dance? \_\_\_\_\_

(We recommend a less romantic song for the second dance so that the Bride & her Father and the Groom & his Mother can dance. We encourage you to invite the Wedding Party and reception guests to join in the second dance.)

Activities: Which of the following traditions will you honor at your reception?

Toast by Best Man: \_\_\_\_\_ Blessing by: (name) \_\_\_\_\_ Cake-Cutting: \_\_\_\_\_

Bouquet Toss: \_\_\_\_\_ Garter Toss: \_\_\_\_\_ Money Dance: \_\_\_\_\_

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

For a DJ, do you wish for him to emcee these activities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please list the activities you will honor and the start time scheduled for each:

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_

Complete Part 4 with Music Planning Information:

4) Music during cocktail or social hour(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Background music during dining? Yes \_\_\_\_\_ No \_\_\_\_\_

(We recommend soft, background music (instrumentals, not vocals) as your families and guests talk and dine. Background music enhances conversation and creates a festive atmosphere.)

What time for Background music to start: \_\_\_\_\_

What time for background music to end: \_\_\_\_\_

Types of music preferred for background music:

Classical: \_\_\_\_\_ Jazz: \_\_\_\_\_ Standards: \_\_\_\_\_

Easy Listening: \_\_\_\_\_ Pop: \_\_\_\_\_ Stage & Screen: \_\_\_\_\_

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

Do you prefer a DJ or musician(s) for background music? \_\_\_\_\_

Type(s) of musical instrument(s) preferred for background music: \_\_\_\_\_

Song requests for background music: \_\_\_\_\_

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Music for dancing? Yes \_\_\_\_\_ No \_\_\_\_\_

What time for dance music to start: \_\_\_\_\_

What time for dance music to end: \_\_\_\_\_

(Should be after food service end time)

Do you prefer a DJ or Dance Band for dance music? \_\_\_\_\_

For Dance Band, do you prefer instrumental dance music or dance music with vocals? \_\_\_\_\_

If with vocals, do you prefer male-only vocals or male & female vocals? \_\_\_\_\_

Types of reception music for your guests:

Age range of guests: \_\_\_\_\_ Age of Bride: \_\_\_\_\_ Age of Groom: \_\_\_\_\_

Top 40: \_\_\_\_\_ Beach: \_\_\_\_\_ Pop: \_\_\_\_\_ Disco: \_\_\_\_\_

Adult Contemporary: \_\_\_\_\_ R&B/Soul: \_\_\_\_\_ Motown: \_\_\_\_\_

Oldies/Classic Rock: \_\_\_\_\_ Soft Rock: \_\_\_\_\_ Southern Rock: \_\_\_\_\_

Standards: \_\_\_\_\_ Big Band: \_\_\_\_\_ Swing: \_\_\_\_\_ Stage & Screen: \_\_\_\_\_

Country/Western: \_\_\_\_\_ Bluegrass: \_\_\_\_\_

Waltz: \_\_\_\_\_ Polka: \_\_\_\_\_ Latin/Bossa Nova/ Cha Cha: \_\_\_\_\_

Jazz Standards: \_\_\_\_\_ Dixieland Jazz: \_\_\_\_\_

Slow Dance Ballads/Wedding Favorites: \_\_\_\_\_

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

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DJs provide continuous music for your reception. Dance Band musicians and Classical musicians need to take breaks, normally 15 minutes each hour. During the time the musicians are breaking is an excellent opportunity to schedule your activities.

For Dance Band musicians and Classical Musicians:

Break # 1: Time Start \_\_\_\_\_ Time Stop \_\_\_\_\_ Activity \_\_\_\_\_

Break # 2: Time Start \_\_\_\_\_ Time Stop \_\_\_\_\_ Activity \_\_\_\_\_

Break # 3: Time Start \_\_\_\_\_ Time Stop \_\_\_\_\_ Activity \_\_\_\_\_

For musical groups, please refer to the song list prepared by the band you wish to perform at your reception. Please mark the songs on the song list that you want the band to perform. **Please return the song list and this completed reception planner to the MBA office a minimum of 6 weeks before your reception date.**

From the song list, please list favorite songs of-

Bride & Groom: \_\_\_\_\_

Bride's parents: \_\_\_\_\_

Groom's parents: \_\_\_\_\_

Bride's grandparents: \_\_\_\_\_

Groom's grandparents: \_\_\_\_\_

Any additional instructions or comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Thank-you for your thoughtful and careful completion of this reception planner. The performer (or bandleader) will contact you prior to your reception to confer about the musical selections and format. **Please keep a copy of this form for your reference and for when the performer (or bandleader) calls to discuss the music with you.** Please mail the original reception music planner to the MBA office. Relax and enjoy the weeks and months ahead. The music for your reception has been planned and your wedding reception will be the event you have always envisioned.

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