

Wedding Reception Finals Information Sheet

Names of Bride & Groom: _____

Date of affair: _____

Location: _____ (Please include directions)

Banquet Manager _____

Number of guests: _____

Number(s) where you can be reached the week of the wedding: _____

Hours of affair: **If times are different than your original agreement, please call us immediately.**

Ceremony: From _____ To _____

Cocktails: From _____ To _____

Reception: From _____ To _____

Bride's Parents: _____ Maid of Honor: _____

Groom's Parents: _____ Best Man: _____

Introduction to ballroom? yes _____ no _____

How should the Bride & Groom be announced? (Mr. & Mrs. ? By first name?)

Song for first dance: _____

Song for Bride's dance with Father: _____

Song for Groom's dance with Mother: _____

Invocation/Blessing: yes _____ no _____ by whom:

Toast by: _____

Cake cutting ceremony: yes _____ no _____

Special song/Background music: _____

Throwing of bouquet: yes _____ no _____

Throwing of garter: yes _____ no _____

Favorite songs _____ Favorite artists _____

Please indicate :

Any special announcements –birthdays, anniversaries, etc.
If you would like ethnic music, and if so, list ethnic background of family and guests
Any special pronunciations of names
Any songs or styles to avoid or de-emphasize
Any instructions that will help to make your affair as special as possible!

Thank you for choosing Jerry Kravat Entertainment