

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...*) _____

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):

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

Ushers (in order of introductions):

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Maid/ Matron of Honor (circle one):

Best Man:

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

The Dances

Event:

Song:

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__ Bridal Party Dance _____ Title: _____ By _____
yes__ no__ Last Dance/Song (Dedicated to Bride & Groom) Title: _____ By _____
Other: _____

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. Where will the DJ be positioned relative to the dance floor? _____

6. What is the attire? (Formal, Semi-Formal or Other) _____

7. Anniversary Dance _____ **Dollar Dance** _____ **Centerpiece Giveaway** _____

8. Will guests be allowed to request songs? _____

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

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

11. Will there be any shuttle announcements which need to be made?

Note: If there is any additional information, special dances or events you want to clarify, please staple it to this planner.