

**Soul Function® Band**  
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*Revised 7/18/2011*



# WEDDING RECEPTION OUTLINE

TO BE COMPLETED NO LATER THAN FOUR WEEKS PRIOR TO RECEPTION

This form is an organizational tool to help track all the details of your wedding reception. Soul Function® Band will use this sheet as a guideline to make sure that everything happens as planned. The guidelines suggested are not firm requirements, but listings of typical wedding order of events, etc. Please complete the applicable sections as indicated, and if you have any questions, do not hesitate to let us know.

## GENERAL INFORMATION for Soul Function® Band

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Her Email: \_\_\_\_\_ His Email: \_\_\_\_\_

Home Address: \_\_\_\_\_

Who else, if anyone, is involved in the planning of this event that we may need to coordinate with or take direction from \_\_\_\_\_ Phone \_\_\_\_\_

Who is responsible for final payment? \_\_\_\_\_

Name of event site: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_

Person to contact at event site for information: \_\_\_\_\_ Phone \_\_\_\_\_

Room event to be held in: \_\_\_\_\_

Person at venue in charge day of event: \_\_\_\_\_ CELL: \_\_\_\_\_

Setup instructions/time: \_\_\_\_\_

Will we need to bring equipment up or down any stairs? Yes/No Is there an elevator? Yes/No

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Where is the Wedding Ceremony \_\_\_\_\_

Where is Load In/Load Out \_\_\_\_\_

## RECEPTION OUTLINE for Soul Function® Band

The following outline is used to help plan the reception. The order listed is the typical order of events, but can be adjusted as needed. Please indicate "N /A" on the line for any events that you do NOT wish to include in the reception. Use the space between the lines to add any additional events. Use the lines to left to number events in order if you would prefer a different order.

[ ] Background Music (before arrival of first guest through dinner) Time: \_\_\_\_\_

[ ] Introduction of Bridal Party. Time: \_\_\_\_\_ Song Title: \_\_\_\_\_ Prerecorded

[ ] Grand Entrance of Bride & Groom. Time: \_\_\_\_\_

[ ] Bride & Groom's First Dance. Time: \_\_\_\_\_

[ ] Father/Daughter Dance. Time: \_\_\_\_\_

BRIDE'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

GROOM'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

- [ ] Mother/Son Dance. Time: \_\_\_\_\_
- [ ] Blessing. Time: \_\_\_\_\_ Who: \_\_\_\_\_
- [ ] Announce the serving of food. (We will dismiss if buffet). Time: \_\_\_\_\_
- [ ] Coordinate the serving of champagne (or cider) for the toast. Time: \_\_\_\_\_
- [ ] Best Man's Toast. Time: \_\_\_\_\_
- [ ] Other Toast or Dedication: \_\_\_\_\_
- [ ] Cutting of the Cake. Time: \_\_\_\_\_ Song Title: \_\_\_\_\_ Prerecorded
- [ ] Bouquet Toss. Time: \_\_\_\_\_ Song Title: \_\_\_\_\_ Prerecorded
- [ ] Garter Removal/Garter Throw. Time: \_\_\_\_\_ Song Title: \_\_\_\_\_ Prerecorded
- [ ] Money Dance. Time: \_\_\_\_\_ Song Title: \_\_\_\_\_ Prerecorded

**RECEPTION INFORMATION for Soul Function® Band**

**BRIDE & GROOM INTRODUCTION:**

Please indicate how you wish to be introduced for the Grand Entrance.

(I.e., Mr. and Mrs. Groom's Name; or Mr. and Mrs. Last Name; or His First Name & Her First Name, then Last Name.) \_\_\_\_\_

**WEDDING PARTY:**

Please note the names of those in your wedding party. If needed, add phonic spelling to ensure correct pronunciation. Announced in order below. (Bridesmaids/groomsmen need first names only.)

Parents of the Groom \_\_\_\_\_

Parents of the Bride: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

Best Man: \_\_\_\_\_

Maid or Matron of Honor (please indicate) \_\_\_\_\_

**RELATED PROFESSIONALS & Phone #'s for Soul Function® Band**

Please list the other professionals involved in the reception, or indicate "N/A" as needed. This will help us work with the others involved in your reception.

Wedding Coordinator: \_\_\_\_\_

Photographer: \_\_\_\_\_

Video: \_\_\_\_\_

Caterer: \_\_\_\_\_

Other: (please specify) \_\_\_\_\_

**RECEPTION MUSIC for Soul Function® Band**

**Featured Dance Selections Soul Function® Band**

Please list your selections for the following dances. (Indicate "n/a" as appropriate.)

Bride & Groom's First Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

Father/Daughter Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

Mother/Son Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

Dinner Background Music Genre: \_\_\_\_\_ Prerecorded

Band Break Music Genre: \_\_\_\_\_ Prerecorded

BRIDE'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

GROOM'S INITIALS \_\_\_\_\_ DATE \_\_\_\_\_