

Soul Function® Band
PO Box 14231, Surfside Beach, SC 29587
soulfunctionband@gmail.com
www.soulfunctionrocks.com
(843) 455-6319 Mobile
(843) 279-9030 Fax

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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 _____