



"Wedding Reception Worksheet"

\*Please read carefully and fill in details where necessary.
Note: Times are approximate and may change closer to event date.

\*Cocktail Hour: time (approx.) \_\_\_\_ am \_\_\_\_ pm

\*Introduction of Wedding Party: time (approx.) \_\_\_\_ am \_\_\_\_ pm

(Please Print clearly and use phonetic spelling to assist us with pronunciation)

1.) \_\_\_\_\_
Grandparents

2.) \_\_\_\_\_

1.) \_\_\_\_\_
Parents

2.) \_\_\_\_\_

1.) \_\_\_\_\_
Bridesmaids Ushers

2.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

3.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

4.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

5.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

6.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

7.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

1.) \_\_\_\_\_ (escorted by) \_\_\_\_\_  
*Maid of Honor* *Best Man*

1.) \_\_\_\_\_ (escorted by) \_\_\_\_\_  
*Flower Girl / Ring Holder*

2.) \_\_\_\_\_ (escorted by) \_\_\_\_\_

\*Introduction of the new couple:

“And now presenting...for the first time...

(Mr. & Mrs...first names only...other?) \_\_\_\_\_ (specify)

Bride / Groom Name (please circle): \_\_\_\_\_

Bride / Groom Name (please circle): \_\_\_\_\_

\*GP plays introduction song?: yes no (circle one) ..if YES check one option below

\*GP plays quietly throughout all wedding party introductions \_\_\_\_

\*No music for wedding party introductions... GP plays for Bride & Groom intro only \_\_\_\_

\*Intro song choice:

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

GP or recorded version (circle one)

(GP preferred song is “Ain’t No Stoppin Us Now” - McFaddin & Whitehead)

When would you like the first dance? (check one below)

Immediately upon entering the room \_\_\_\_ After dinner \_\_\_\_

\*First Dance song choice:

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

GP or recorded version (circle one)

\*Blessing: time (approx.) \_\_\_\_ am \_\_\_\_ pm

Who will perform the blessing? \_\_\_\_\_

\*Toast : time (approx.) \_\_\_\_ am \_\_\_\_ pm

Who will perform the toast(s)? 1.) \_\_\_\_\_

2.) \_\_\_\_\_

3.) \_\_\_\_\_

\*Dinner is served: Time (approx.) \_\_\_\_ am \_\_\_\_ pm

\*Cake Cutting: Time (approx.) \_\_\_\_ am \_\_\_\_ pm

Before dinner \_\_\_\_ After dinner \_\_\_\_ (check one)

\*Cake Cutting music: (check one)

\*Do you want GP to play a song and emcee? \_\_\_\_

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

GP or recorded version (circle one)

(GP preferred song is "How Sweet It Is" - Marvin Gaye)

\*No music...emcee only \_\_\_\_

When would you like to do the parent dances?

Before dinner \_\_\_\_ After dinner \_\_\_\_ (check one)

\*Parent Dance one -

Bride/Groom (circle one) : \_\_\_\_\_ to dance with: \_\_\_\_\_

(Father / Mother / Other \_\_\_\_\_ please specify)

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

GP or recorded version (circle one)

Parent Dance two -

Bride/Groom (circle one) : \_\_\_\_\_ to dance with: \_\_\_\_\_

(Father / Mother / Other \_\_\_\_\_ please specify)

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

GP or recorded version (circle one)

Do you want to do any other type of formality? (Circle one or add it below)

Groom obtains and throws Garter: Yes No

Bride throws bouquet: Yes No

Anniversary Dance: Yes No (ask us for details and options)

Give away Table Centerpieces: Yes No (ask us for details and options)

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

Will you be changing prior to the last dance? Yes No *(circle one)*

\*Last Dance Time *(approx.)* \_\_\_\_\_ am \_\_\_\_\_ pm

\*Last Dance - song choice:

(song) \_\_\_\_\_ (artist) \_\_\_\_\_  
GP or recorded version *(circle one)*

Please select option below *(check one)*

Bride and Groom remain alone on dance floor? \_\_\_\_\_  
Bride and Groom.. joined by all guests forming a Friendship Circle around couple? \_\_\_\_\_  
Bride and Groom start alone...eventually inviting all to join them on dance floor? \_\_\_\_\_

Song choices for GP to learn: *(please choose only two)*

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

(song) \_\_\_\_\_ (artist) \_\_\_\_\_

\*If you are providing a special CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail \_\_\_\_\_ / Bring \_\_\_\_\_

Would you feel comfortable allowing another bridal couple to quickly & unobtrusively preview the band during your wedding? Y N *(circle one)*

NOTE:

This form must be completed and returned by email, fax, or standard mail no later than 3 months prior to your event date.

CD (with MP3's for iPod) should also be mailed ..or MP3's can be emailed including all your choices the band will need to prepare for your event.

We cannot guarantee all songs chosen if this worksheet & CD / MP3's are returned later than three months prior to your event date or we are unable to mutually confirm all details with you.

Thanks for choosing Guilty Pleasure.  
We look forward to your special day...

Return this form to the Hank Agency Wedding Department

\*via email: admin@hankagency.com

\*via fax @ (617) 522-2597

\*via mail to:

Hank Agency  
P.O. Box 1239  
Newburyport, MA 01950