

**Party All Night Event Planner**  
**MUST BE RETURNED 30 DAYS PRIOR TO EVENT**

Date of Event: \_\_\_\_\_

Event Location : \_\_\_\_\_

Contact person for the Reception: \_\_\_\_\_ Phone: \_\_\_\_\_

# of Guests Attending: \_\_\_\_\_ Start time \_\_\_\_\_ End Time: \_\_\_\_\_

Bride's name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Groom's name \_\_\_\_\_ Contact Phone # \_\_\_\_\_

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

Email address: \_\_\_\_\_

Ceremony start time:(if applicable)\_\_\_\_\_ (see last page for music selection)

Time of guests arrival: \_\_\_\_\_ Wedding Party Arrival Time: \_\_\_\_\_

Start of Dinner : \_\_\_\_\_ Start of Dance : \_\_\_\_\_

Photographer \_\_\_\_\_ Time you have them until that day : \_\_\_\_\_

What type of music would you like at the reception:

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Wedding Party Intro (Grand March listed in order)

Song: \_\_\_\_\_

1st : Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

2nd: Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

3rd: Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

4th: Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

5th: Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

6th: Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Maid/Matron of honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bride and Groom to be introduced as: \_\_\_\_\_

**Special Dances:**

Bride/Groom First Dance: \_\_\_\_\_

Wedding party dance song : \_\_\_\_\_

Father/Daughter dance song: \_\_\_\_\_

Mother/Son dance song : \_\_\_\_\_

Dollar dance Y N

Bouquet toss Y N

Garter toss Y N

Any group event songs that you want played:: example - Electric slide, Macarena, cha cha, cupid shuffle etc.... ) List them here of what you want played

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Song to end the night with: Circle one: Slow or Fast

Song \_\_\_\_\_

**Ceremony Music (seating music starts 30 mins prior to ceremony start time & is usually instrumental piano)**

Processional Song: \_\_\_\_\_

Bridal Processional : \_\_\_\_\_

Unity/sand song: \_\_\_\_\_

Recessional Song: \_\_\_\_\_

Any other notes for ceremony:

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