#### Element Variety Band, DJ, KJ, and Emcee Services, a part of Premier Business Services Michael D. Guthrie, Owner/Principal/ Founder – Est. March 1997 9908 Weir Plaza #3, Omaha, Nebraska 68127

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"Lets Get To Celebrating!"

## Element Variety Band Easy Wedding Planner - Step 1

	Please Provide Full Contact Info w/ E-mail and Cell Number
Grooms' Full Name : Brides' Full Name :	
Reception Coordinator::	
Photographer / Videographer:	
Caterer:	
Location & Time of Ceremony: Distance To Reception Site:	
What are your colors for the day?	
Amount - Reception Guests?:	
Will the bridal party be introduced? (If yes, please provide their full nar	mes and order/how they are to be introduced below - page 2.
Best Man:	
Maid / Matron of Honor:	
Name / Full Address of Event:	
Reception Location website:	
Reception Location Contact Name:	
Reception Location Contact Info:	
Email for Reception Location Conta	ict:

# Element Variety Band Easy Wedding Planner - Step 2

Parents of the Brid	e:
Parents of the Groo	om:
Ushers:	
<u>Brid</u>	<u>esmaids</u> <u>Groomsmen</u>
Flower Girl:	Ring Bearer:
M of Honor:	Best Man:
Bride & Groom:	
EX: ("Now your	(Please state exactly how you would like to be introduced.) bridal party! Starting with, Mr & Mrs Smith,") or ("Mr & Mrs Bob Smith,") etc.
	uld you like special music played for the bridal party introductions? de the <u>artists, versions, song/s</u> you would like played and in what order to be played
Bridal Party Entra	nce Song:
Bride and Groom l	Entrance Song:
First Dance Song:	
Father/Daughter S	ong:
Mother/Son Song:	
Other: Other:	

#### Element Variety Band Wedding Planner Schedule – Step 3

Please list below all ideas, plans, or expectations for your event flow IF THEY / AS THEY APPLY to your event. Include ceremony schedule and music wishes if we are providing pre-event, cocktail hour, dinner hour, or post event music for the event. If you are not sure how you would like the event to "flow", please leave blank and discuss with us well ahead of time if possible to ensure a smooth enjoyable flow for guests. Include approximate time frames as you see it if possible.

EXAMPLE: Guests Arrive – Announce Sign Guest Book - Cocktail Hour – (Open/Cash Bar, Etc.?) - Food Served – Announcement of Bridal Party Entry – Announce Bride/Groom - 1st Dance - Father/Daughter Dance – Mother/Son Dance - Other Dances – Toasts – Speeches - Cake Cutting - Garter/Bouquet Toss - Any Special Photos – Announce Entertainment Start & Event End Times – Entertainment Begins – (Any Activities During Event?) – Bride/Groom/Parents Thank All for Coming - Departure of Bride & Groom - Other Special Event/s – Post Band DJ or Dance Music? (If originally agreed as part of contract or if requested - paid in advance, at additional cost, per half hour additional at \$50/½ Hour, up to Event End Time set by Event Center/Hall, and/or Bride and Groom, or their Designee)

Time Frame	Event / Item	Notes / Instructions

Your wishes for event? Announcements? Thanks? Pictures with the band? Event end time? Wedding party Designee to handle decisions? Please let us know what will make this the best event for you! The smoother we plan the more relaxed you and yours are to enjoy and have fun! We typically lock in all items about 30 days ahead of your event, so please consider things accordingly. We appreciate the opportunity to make your event fun and enjoyable! "Lets Get To Celebrating!"

#### Element Variety Band - Music Requests - Step 4

### Live Band Performance Custom Music Special Requests - Up To 7

Artist	Song Title	Genre / Style

#### $In term is sion\ Music\ Special\ Requests-Unlimited$

Artist	Song Title	Genre / Style

#### Pre-Event, Dinner, Cocktail Hour Recorded Music Requests

Artist	Song Title	Genre / Style