

# Wedding Reception Intake Sheet – Zack Attack (ZA) Band

\*Note to Bride & Groom clients: please fill out this form to the best of your ability. If there is anything not finalized or that you are uncertain about, we can discuss further at our details meeting.

## (LAST NAME OF BRIDE & GROOM, DATE OF WEDDING)

Prepared by Bryan Banschbach/ZA Band , Version=DRAFT

Date of Wedding	
Bride Email & Cell	
Mother Of Bride	(Please provide full name, home or cell #. Parent's email is optional to provide but not required)
Father Of Bride	(Please provide full name, home or cell #. Parent's email is optional to provide but not required)
Bride's Parents	(Married, divorced or passed? Please provide any information on any step-parents attending)
Groom's Full Name	
Groom Email & Cell	
Mother Of Groom	(Please provide full name, home or cell #. Parent's email is optional to provide but not required)
Father Of Groom	(Please provide full name, home or cell #. Parent's email is optional to provide but not required)
Groom's Parents	(Married, divorced or passed? If divorced, please provide any information on any step-parents who will be attending)
Reception Venue	(Name of building/facility, address including zip code)
Venue Contact	(Name, phone #, email of Site Manager, Site Coordinator, or On-Site Wedding Coordinator for the venue)
Catering	(Will the Reception Facility also provide the catering, or will this be provided by a different Vendor? If different vendor, please provide the name, phone #, and email address of the catering company and person-of-contact for the caterer)
Ceremony	(Please provide the address of Ceremony and also approximately how far away it will be from the Reception)
Wedding Planner	(if you are working with a 'Day-Of' coordinator or Wedding Planner, please provide their name and contact information)
Photographer	(name, phone # and email)
Videographer	(name, phone # and email)
Other Vendors	(please provide email addresses for any other vendors or individuals of yours who you want to receive the final timeline from ZA one week before the wedding)
Media Permissions	(can ZA have permission to contact your photographer and/or videographer directly a few weeks after the wedding and post a few pictures on our website?)
# Of Guests	
ZA Band Contacts	Bryan Banschbach (vocalist/bandleader/MC) 812-290-6892 booking@zackattack.com
Location Of Area Where Guests Will Have Cocktails Before Dinner.	(if the cocktail area is a different room than the live music/dancing room, please make a note of it here. ZA will provide recorded music for the cocktail reception, but please let us know if we need to bring additional PA equipment to broadcast cocktail music to a different location at the venue)
Will ZA Need To Provide Ipod Music For Cocktail Hour and/or Dinner?	(yes or no. If no, please tell us who will be providing the music during the Cocktail Hour)
If Yes, What Style Of Music?	(example: Italian love songs, Sinatra, Dave Matthews Band, Beatles, etc...you can tell us what style & genre, and you can even request specific songs or artists)
Dinner Style?	(Plated, Buffet, Family Style, etc. FYI: 'Family Style' means that large portions of each food course are brought to each table by the Caterer, and guests pass around the food courses. 'Plated' means that the Catering wait staff will bring each guest their meal, much like a waiter/waitress at a restaurant)
Song During Bridal Party Introduction	
Bride/Groom 1st Dance Song	

Song During Cake Cutting

Father/Daughter Dance Song

Mother/Son 1st Dance Song

Bouquet Toss Song

Garter Toss Song

Break Music (please tell us what style of music or specific songs you would like to hear when the band takes a break. If you don't know, we can help make suggestions during the Details Meeting weeks before the event)

Name And Order Of Bridal Party For Introduction *Note: This Can Include Ushers, Parents, Ring Bearers, Flower Girls, Etc.:*

*\*Please be sure to include name pronunciations as needed also*

1 <sup>st</sup>	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
	(This will be the 1 <sup>st</sup> couple to be introduced)
2 <sup>nd</sup>	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
3 <sup>rd</sup>	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
4 <sup>th</sup>	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
Etc.	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)
	(Name of Bridesmaid) ESCORTED BY (Name of Groomsman)

(Name of Maid/Matron of Honor(s)) ESCORTED BY (Name of Groomsman/men)  
(This will be the last couple to be introduced just before the Bride & Groom)

Other Notes: (please provide any other information here)

Do Not Play Songs (please list any songs that you do NOT want the band to perform live)

Misc Info.	Loading/Parking?
(For Band Only)	Kids present?
DO NOT	Champagne?
COMPLETE	Hard Stop?
	Dinner for band?
	Band attire?
	Branding/Air Dancers?
	Captain's calling?
	Green room/storage?
	Separate PA - Cocktail? Ceremony? Mic for officiant?
	Stage/front of house area? (10'x15' & 4'x8')
	Sunset photos?
	B/G Introduced As:
	Payment
	Wedding colors?

# Reception Timeline (Provided below is an **example Itinerary**. Please leave this section alone for now and a member of ZA's staff will edit this Itinerary section for you during the details meeting with you or with your Wedding Planner/Bridal Consultant.)

- 1:00PM ZA arrives to set up equipment and sound check inside the Reception Venue
- 2:00PM Guests arrive at Ceremony location. Ceremony starts:  
 25-30 minutes prelude, depending on guests' arrival.  
 Processional:  
 Groom and parents, priest, groomsmen, bridesmaids, etc.: **Over the Rainbow**  
 Bride: **Canon in D**  
 Recessional:  
**When I'm Sixty-Four**
- 2:50PM Ceremony over, guests proceed to Reception Venue; Bride & Groom stay behind to take pictures.
- 4:00PM Guests start arriving at Reception Venue, Cocktail Hour begins. **Matt starts 'Cocktail/Dinner' mix** Cocktail hour, dinner and live band all in the same room.
- 5:00PM Bridal party arrives, meets Bryan Banschbach from ZA outside to get ready for introduction  
 Bryan from ZA announces to guests "Everyone we would like you to please be seated so we can introduce the bridal party shortly". Bryan lines up bridal party outside main entrance doors; main doors remain closed; Bryan lines up each couple in order and releases them into the main ballroom as they are introduced
- 5:10PM **Matt the Sound guy for ZA plays the Bridal Party Intro song.**  
 Bryan announces "Ladies and gentlemen we are excited to introduce some very important people today. Would you please put your hands together and help us welcome:"  
*A Bridesmaid ESCORTED BY A Groomsman*  
*A Bridesmaid ESCORTED BY A Groomsman*  
*A Bridesmaid ESCORTED BY A Groomsman*  
*Maid of Honor ESCORTED BY Best Man*  
 "And now it brings me great honor and pleasure to announce, for the first time ever,"

## "Mister and Misses Bride and Groom"

- 5:15PM Bride and Groom stay on dance floor, right into first dance. **Matt plays Bride and Groom 1st Dance song.**
- 5:20PM After the 1<sup>st</sup> dance is finished, Bryan announces "we would like to invite Bride and Groom over to the cake"  
**Matt plays Cake Cutting Song while Bride & Groom cut the cake**  
 After the cake cutting, Bride and Groom take their seats at the head table.  
 Bryan announces "Thank you everyone. Dinner will be served shortly. Tonight's dinner will be a buffet. Please stay seated until a member of the catering staff releases your table to the buffet. While we are waiting, we would like to invite the Bride's Father to the mic" Bride's Father will give a dinner blessing.
- 5:25PM **Matt resumes with Cocktail/Dinner Mix.** Catering staff begins releasing tables.
- 6:45PM Bryan announces "We would like to invite the Maid of Honor to the mic" - Maid of Honor speech. CG staff will pour champagne for all guests and Bridal Party  
 Bryan announces "We would like to invite the Best Man to the mic" - Best Man speech
- 7:00PM Bryan announces "We would like to invite the Bride and her Father to the dance floor". **Matt plays Father/Daughter song edited down to under 3 minutes**  
 Bryan announces "We would like to invite the Groom and his mother to the dance floor" **Matt plays the Mother/Son song edited down to under 3 minutes**
- 7:30PM ZA starts 1<sup>st</sup> set
- 8:30PM ZA finishes 1<sup>st</sup> set, announces "We would like to slow things down a bit, so grab your date and come to the dance floor"; **Matt starts 'Break Mix':**

**Slow Song #1: Perfect by Ed Sheeran**

**Slow Song #2: Say You Won't Let Go by James Arthur**  
**Never Gonna Give You Up by Rick Astley**  
**Good Vibrations by Marky Mark and the Funky Bunch**  
**Yeah! by Usher**  
**We Found Love by Rihanna**  
**The Middle by Zedd**  
**Can't Stop the Feeling by Justin Timberlake**

9:00PM ZA begins 2<sup>nd</sup> set

10:30PM ZA finishes 2<sup>nd</sup> set; **Matt plays wind-down music Cocktail/Dinner Mix**

10:40PM Event concludes