



The following is a list of questions I will ask during our phone consultation one week prior to your wedding. Please review these questions and be prepared to answer these very important items. My goal is to make the evening as smooth and worry free as possible. Remember this is a list of general questions. There are no two weddings alike. Feel free to note any additional questions you may want to ask.

### **General Information**

Bride's Name: \_\_\_\_\_  
Groom's Name: \_\_\_\_\_  
Wedding Date: \_\_\_\_\_  
What time is the Ceremony? \_\_\_\_\_  
Where is the location of the Ceremony? \_\_\_\_\_  
Personal Attendant?  Yes  No    *Name:* \_\_\_\_\_  
Number of Guests: *Dinner:* \_\_\_\_\_    *Dance:* \_\_\_\_\_  
Wedding Ceremony Package Added?  Yes  No  
Uplighting Package Added?  Yes  No  
*If yes, Color Choice:* \_\_\_\_\_

### **Hall Information**

Reception Location: \_\_\_\_\_  
Reception Hall Address: \_\_\_\_\_  
Reception Hall Phone #: \_\_\_\_\_  
Reception Room Name: \_\_\_\_\_  
Reception Hall Contact: \_\_\_\_\_

### **Other Contact Information**

Photographer?  Yes  No  
*Company Name:* \_\_\_\_\_  
*Photographer's Name:* \_\_\_\_\_  
*End Time:* \_\_\_\_\_  
Videographer?  Yes  No  
*Company Name:* \_\_\_\_\_  
*Videographer's Name:* \_\_\_\_\_  
*End Time:* \_\_\_\_\_  
External Caterer?  Yes  No  
*Company Name:* \_\_\_\_\_  
*Contact Name:* \_\_\_\_\_



### Reception Highlights

Guest Arrival Time: \_\_\_\_\_

Cocktail Hour?  Yes  No

*If yes, Location:* \_\_\_\_\_

Cocktail Music?  B.B.'s Best  Special Musician  No

Introduction of Bridal Party?  Yes  No

*Traditional Introduction without Music*  *Lively Introduction with Music*

*If Lively Introduction, Song Choice/DJ Choice:* \_\_\_\_\_

Location of Head Table: \_\_\_\_\_

Introduction of Cake Cutting?  Yes  No

Location of Cake: \_\_\_\_\_

Time of Dinner: \_\_\_\_\_

Dinner Music?  B.B.'s Best  Special Musician  No

How is Dinner Served?  *Sit Down*  *Family Style*  *Stations*  
 *Buffet*  *Hors d'oeuvres Only*

Per contract, the DJ is to be included for dinner. Please complete the following.

*If dinner is "sit down", please specify entrée:* \_\_\_\_\_

*If seating is assigned, please specify table #:* \_\_\_\_\_

Introduction of Toast/Speeches?  Yes  No

*Best Man:* \_\_\_\_\_

*Maid/Matron of Honor:* \_\_\_\_\_

*Other/Relation:* \_\_\_\_\_

*Other/Relation:* \_\_\_\_\_

*Other/Relation:* \_\_\_\_\_

Introduction of Prayer/Blessing?  Yes  No

*Name/Relation:* \_\_\_\_\_

May Guests Initiate Bride & Groom Kiss?  Yes  No

Examples: Clinking Glasses, Sing Love Songs, Duplicate Kiss, etc... *Style:* \_\_\_\_\_

Video or Slide Show Presentation?  Yes  No

*If yes, Time/Contact:* \_\_\_\_\_

The Shoe Game?  Yes  No  Undecided

Request Cards Acceptable on Tables?  Yes  No

Songs you would not like to hear: \_\_\_\_\_



### Dance Reception

Dance Reception Start Time: \_\_\_\_\_

Dance Reception End Time: \_\_\_\_\_

Bride and Groom Dance?  Yes  No

*Name of Song/Artist:* \_\_\_\_\_

Bridal Party Dance?  Yes  No

*Include Parents?*  Yes  No

*Include Ushers?*  Yes  No

*Include Personal Attendant?*  Yes  No

*Name of Song/Artist:* \_\_\_\_\_

Slow Song for all guests?  Yes  No

*Name of Song/Artist:* \_\_\_\_\_

Father and Bride Dance?  Yes  No *Father's Name:* \_\_\_\_\_

*Name of Song/Artist:* \_\_\_\_\_

Mother and Groom Dance?  Yes  No *Mother's Name:* \_\_\_\_\_

*Together with Father and Bride Dance?*  Yes  No

*Name of Song/Artist:* \_\_\_\_\_

Bouquet Toss?  Yes  No

Garter Toss?  Yes  No

*If yes, Sit on?*  Chair  Best Man's Knee

Hokey Pokey?  Yes  No  Request Only

Chicken Dance?  Yes  No  Request Only

Electric Slide?  Yes  No  Request Only

Cha Cha Slide?  Yes  No  Request Only

Cupid Shuffle?  Yes  No  Request Only

Dollar Dance?  Yes  No

*Who will be assisting:* *Name(s):* \_\_\_\_\_  
Examples: Best Man, Maid of Honor, etc....

Anniversary Dance?  Yes  No

Late Night Appetizers?  Yes  No

*Time:* \_\_\_\_\_ *Location:* \_\_\_\_\_ *Selection:* \_\_\_\_\_

Special Dances/Songs?  
Examples: Birthdays, Anniversaries, Friends, etc.... \_\_\_\_\_



Please fill out the Grand Entrance introduction form below. The completed form needs to be returned to B.B.'s Best via email or mail prior to phone consultation. This is the order I typically introduce the wedding party. If you don't want a particular position announced just leave that blank. To help ensure I get the names correct please write their name as it sounds. We can review this in more detail at the time of your phone consultation.

### **Grand Entrance**

(Please Write All Names, First and Last, Phonetically)

Parents of the Bride:

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Parents of the Groom:

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Personal Attendant:

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Flower Girl:

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Ring Bearer:

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Junior Bridesmaid:

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Junior Groomsman:

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Ushers:

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Bridesmaids:

Groomsmen:

_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____

Maid or  Matron of Honor

**Best Man:**

\_\_\_\_\_ Escorted By \_\_\_\_\_

**Bride and Groom Introduction:**

Please write how you would like to be introduced.  
Examples: Mr. & Mrs. John Doe, John and Jane,  
John and Jane Doe, Mr. and Mrs. John and Jane Doe

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_