

Red Hot Horns - Event Planner

Red Hot Horns

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Contact Information

Contact Name: _____

Phone: _____

Email: _____

Event Date: _____ Setup Start Time: _____

Entertainment Start Time: _____ End Time: _____

Order of Events

Sequence	Time	Event
		Wedding Ceremony
		Reception Start
		Cocktail Hour
		Grand Entrance
		First Dance
		Wedding Party Dance <i>(can be combined with first dance)</i>
		Toast
		Grace/Blessing
		Salad
		Main Course
		Open Dancing
		Father/Daughter Dance <i>(can be combined with Mother/Son Dance)</i>
		Mother/Son Dance <i>(can be combined with Father/Daughter Dance)</i>
		Open Dancing
		Cake Cutting
		Open Dancing <i>(maybe just one or two slow songs)</i>
		Dessert
		Bouquet Toss & Garter Toss
		Open Dancing
		Last Dance

Note: We have found that the order of events, as printed, works nicely for an event. However, this is only a *suggestion*, since YOUR reception is unique! Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table.

Remember to review this schedule with your caterer! (~ means approximate time.)

Complete Bride and Groom Address (after the wedding):

After your special event, we will be sending you a performance appraisal.

Location Information

Name/address of establishment: _____

Contact name: _____

Phone: _____

Primary room name/location: _____

Floor: _____

Do we have to provide music in any other room(s) at any time (*such as for cocktail hour*)? _____

If so, what, where and when? _____

Directions to reception – *use back or additional sheets as needed*: _____

Performance Requirements:

- 1. WE NEED ACCESS TO PERFORMANCE AREA AT LEAST TWO HOURS PRIOR TO START-TIME; AND ONE HOUR AFTER FINISH TIME.**
- 2. We need a minimum of a 12-foot wide by 10-foot deep area for **Red Hot Horns'** main setup with two spaces no smaller than 3' by 3' for setting up speakers and lighting stands.**
- 3. Two 120-volt outlet (3-prong grounded with at least 15 amps available) from a reliable power source within 50 feet (along the wall) of the set-up area, additional outlets on SEPARATE circuits for lighting (if contracted for).**
- 4. If event is outside staging large enough for the entire band and a facility that completely covers and protects band's equipment from adverse weather conditions (i.e., direct sunlight, rain, and excessive winds).**
- 5. A minimum 6' x 8' area for sound crew with 30" x 60" table and two accessible electrical outlets.**

General Information

Number of guests: _____ Adults: _____ Children: _____

Number of courses to be served (including dessert): _____

Is there "dead air time" during which we should *not* play? _____ When? _____

Tuxedo / formal is the normal performance attire for Red Hot Horns. This consists of full tuxedo (with vest in place of cummerbund) for male performers, and evening gown for female. If you wish *less* formal attire, detail preference here: _____

Contact Information for Other Party Professionals

Please give business name, contact name, phone, and fax for each of the following. Give phonetic pronunciation of all names.

Party Planner: _____

Caterer: _____

Photographer: _____

Videographer: _____

Which of the above people do you wish to acknowledge during the reception? _____

Cocktail Hour

Is cocktail hour in same room as main reception? _____

If different, specify room / location? _____

Music for cocktail hour (*suggested genres are soft jazz, soft show tunes, or slow rock*):

Reception Start (Guests enter main reception room from cocktail room)

Will there be food already on the tables when the guests enter the main reception?

Music to start with (*soft music recommended if food on tables; dance music recommended otherwise*)

Reception Grand Entrance / Introductions

Introductions can be performed by Red Hot Horns, or by someone you specify. (*Requests to change this at the reception will only be honored if given directly to the MC by the Bride or Groom.*)

Who will perform the introductions?

Suggested order of introductions (*note: you can opt to have the grandparents rise in their seats and recognize them there*):

1. Bride's grandparents
2. Groom's grandparents
3. Bride's parents
4. Groom's parents
5. Bridesmaids and Groomsmen
6. Maid/Matron Of Honor (*Can be combined with Best Man*)
7. Best Man (*Can be combined with Maid/Matron of Honor*)
8. Bride and Groom

<u>Name(s)</u>	<u>Phonetic Pronunciation</u>	<u>How to Introduce</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____

For bride and groom, please clearly indicate how to introduce. Some common possibilities (*example: Jane Doe marrying John Buck*):

- Jane & John Buck
- John & Jane Buck
- Mr. & Mrs. John Buck
- Mrs. & Mr. Jane & John Buck
- Mr. & Mrs. John & Jane Buck
- Mrs. Jane Doe-Buck & Mr. John Buck
- Mr. John Buck & Mrs. Jane Doe-Buck

Specify **bride and groom** introduction:

First Dance

Music for first dance (*slow song recommended*):

You may have us invite your guests to join in dance partway through the above song, or we can invite them to join when the next song begins. We can have the wedding party join you first, and invite the rest of the guests to join in one verse later. We can invite all of the guests (including wedding party) to join in at the same time.

When and how do you want us to invite other guests to join in? _____

First slow song after first dance (*optional*): _____

Specify type of music you want played immediately after first dance: _____

(If sitting down to cocktails/dinner, soft music is recommended. If there will be some dancing before sitting down, high-energy dance music is recommended, but slow dancing or any other type can be used. If desired, you can also list specific songs.)

Toast

Name of person (*with phonetic pronunciation*) who will be introduced to give the toast (*usually the Best Man, could also be the Best Man and Maid/Matron Of Honor together*): _____

Will there be other people offering toasts? If so, please specify: _____

After the toast, may the MC ask, "Does anyone else want to say something to the bride or groom or offer a toast?" _____

After the toast, may the MC ask, "Does the bride or groom have anything to say?" _____

Grace (or other blessings such as Kiddush or Motzi)

Blessing type Name of person (*with phonetic pronunciation*) to be introduced to lead blessing

Meal

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK with you AND the caterer? _____

Father/Daughter and Mother/Son Dances

Father/Daughter and Mother/Son dances can be combined or can be separate.

Do you want them together or separate? (*circle one*)

If separate, who dances first: Father/Bride or Mother/Groom? *(circle one)*

We can invite *all* fathers/daughters and *all* mothers/sons to dance, instead of just those of the bride and groom, alone.

You can have us invite your guests to join in dance part way through the above song, or we can invite them to join when the next song begins. *(circle one)*

We can have the wedding party join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests (including wedding party) to join in at the same time.

When and how do you want us to invite other guests to join in?

Music for Father/Daughter and Mother/Son dances *(slow songs recommended)*:

Dancing

How do you want to start off the general dancing after the Father/Daughter and Mother/Son dances?

(We recommend playing one additional slow song, and then going into a high-energy follow-along dance.)

Any Additional Activities

Cutting of Wedding Cake

Music to play during cutting of wedding cake: _____

Bouquet Toss and Garter Toss

Do you want the garter catcher to put the garter on the leg of the bouquet catcher *(this is optional)*?

Will there be additional dancing after the bouquet and garter toss, or is it to be followed immediately by the last dance and the end of the reception?

Last Dance _____

Any Closing Remarks/Comments _____

If you have **any** questions between now and your Wedding Day,

Please Call

· ***Thank-You for Choosing the Red Hot Horns*** ·