

**FINAL PLANNING SHEETS AND MUSIC LISTS MUST BE RECEIVED 3 WEEKS PRIOR TO EVENT.
FAX: (714) 633-1656, EMAIL: blktieevents@aol.com**

HOW TO FILL OUT YOUR CEREMONY & RECEPTION PROFILES

For best results, print at 100% scale.

FIRST THE CEREMONY MUSIC SELECTIONS

ON THE WEBSITE THERE ARE 20 CEREMONY MUSIC SAMPLES OF 30 SECONDS IN LENGTH. THESE ARE THE MOST POPULAR SONGS THAT WE MAKE AVAILABLE THROUGH OUR MUSIC SELECTION. YOU ARE MORE THAN WELCOME TO CHOOSE AND PROVIDE US MUSIC SELECTIONS FOR YOUR CEREMONY IF THESE ARE NOT TO YOUR LIKING.

HOW TO FILL OUT YOUR CEREMONY PROFILE SHEET

PLEASE INDICATE THE TYPE & STYLE OF MUSIC YOU WOULD LIKE US TO PLAY FOR THE PRECEREMONY MUSIC.

YOU MAY WANT TO SELECT A SONG FOR THE FOLLOWING ITEMS:

1. SEATING OF FAMILY & ENTRANCE OF MINISTER & GROOM/GROOMSMEN
2. ENTRANCE OF WEDDING PARTY (ANY COMBINATION OF RING BEARER, FLOWERGIRL, BRIDESMAIDS, W OR W/O GROOMSMEN)
3. THE PROCESSIONAL (ENTRANCE OF THE BRIDE WITH ESCORT)
4. RECESSIONAL (EXIT OF BRIDE & GROOM AND WEDDING PARTY)

NOTE: PLEASE INDICATE IF OTHER MUSIC IS NEEDED FOR CANDLE LIGHTING CEREMONY, ROSE PRESENTATION OR COMMUNION. ALSO IF ANYONE IS SINGING DURING THE CEREMONY, MUSIC MUST BE PROVIDED IN CD FORMAT. NO CASSETTE TAPES CAN BE USED. YOUR DJ WILL NOT HAVE CASSETTE PLAYER.

HOW TO FILL OUT YOUR CEREMONY PROFILE SHEET

THE SPECIAL RECEPTION EVENT OPTIONS ARE LISTED ON THE FORM. SIMPLY CIRCLE THE EVENTS YOU WOULD LIKE TO HAVE YOUR DJ/MC ANNOUNCE. PLEASE INDICATE ALL THE SPECIAL SONGS THAT YOU WANT US TO PLAY FOR YOUR FIRST DANCE, FATHER/DAUGHTER, MOTHER/SON, OR ANY SPECIAL DEDICATIONS. THE ORDER OF EVENTS WILL BE DETERMINED WHEN WE TALK.

PLEASE REMEMBER ALL MUSIC SELECTIONS AND ALL FORMS MUST BE RECEIVED BY BLACK TIE EVENTS NO LATER THAN 3 (THREE) WEEKS PRIOR TO YOUR EVENT.

PLEASE FILL OUT THE BRIDAL PARTY ANNOUNCEMENT PORTION OF THE FORM SO WE KNOW WHO'S WHO.

WE UNDERSTAND THAT THERE WILL BE QUESTIONS REGARDING THESE FORMS. BUT IN ORDER TO HELP YOU PLAN YOUR EVENT, WE NEED YOU TO FILL THEM OUT TO THE BEST OF YOUR ABILITY AND SEND THEM TO US. EITHER FAX TO (714) 633-1656, MAIL TO 1571 S. SUNKIST STREET STE. E ANAHEIM, CA 92806 OR EMAIL TO BLKTIIEVENTS@AOL.COM. ONCE WE HAVE RECEIVED THESE FORMS, PLEASE CALL US AT 714 744-3818 AND WE WILL ANSWER ANY OTHER QUESTIONS YOU MIGHT HAVE AND DETERMINE THE ORDER OF EVENTS.

ONCE AGAIN, CONGRATULATIONS ON YOUR UPCOMING WEDDING.

CEREMONY PROFILE

Sound system needed for the ceremony YES / NO
Pre-Ceremony music to be played (1/2 hour before

Mic the minister YES / NO
Type_____

ceremony)

Pre-recorded: _____

Live: _____

SEATING OF
FAMILY/
MOTHERS /

GRANDMOTHERS

Number of people _____ Music _____ Artist _____

MINISTER / GROOM WITH GROOMSMAN YES / NO

Number of people _____ Music _____ Artist _____

WEDDING PARTY WITH GROOMSMAN YES / NO

Number of people _____ Music _____ Artist _____

PROCESSIONAL / BRIDE & FATHER - OTHER: _____

Music _____ Artist _____

5. CANDLE LIGHTING YES / NO SONG _____

6. ROSE PRESENTATION YES / NO SONG _____

7. READINGS YES / NO , COMMUNION YES / NO SONG _____

8. SAND CEREMONY YES / NO SONG _____

9. SINGING YES / NO SONG _____

10. SINGING YES / NO SONG _____

RECESSIONAL / BRIDE & GROOM

Music _____ Artist _____

BRIDE'S PARENTS

Father _____ Mother _____

Step Father _____ Step Mother _____

Escorting _____ Escorted By _____

Announced As _____

GROOM'S PARENTS

Father _____ Mother _____

Step Father _____ Step Mother _____

Escorting _____ Escorted By _____

Announced As _____

SPECIAL ANNOUNCEMENTS

RECEPTION PROFILE

Wedding of _____ Date _____

ORDER OF SPECIAL EVENTS

Circle Yes or No On All Things Listed Below & Indicate The Order By Numbering The Events

Order Circle One

Order Circle One

<input type="checkbox"/> YES / NO Grand Entrance Song _____	<input type="checkbox"/> YES / NO Wedding Party / Family _____
<input type="checkbox"/> YES / NO Father's Toast 1. _____ 2. _____	<input type="checkbox"/> YES / NO Guests Join in Dance _____
<input type="checkbox"/> YES / NO Best Man Toast _____	<input type="checkbox"/> YES / NO Cake Cutting _____
<input type="checkbox"/> YES / NO Maid / Matron Toast _____	<input type="checkbox"/> YES / NO Father / Daughter Dance _____
<input type="checkbox"/> YES / NO Groom or Bride Toast _____	<input type="checkbox"/> YES / NO Mother / Son Dance _____
<input type="checkbox"/> YES / NO Blessing by _____	<input type="checkbox"/> YES / NO Money / Honor Dance _____
<input type="checkbox"/> YES / NO Announcement of Buffet/Dinner _____	<input type="checkbox"/> YES / NO Bouquet Toss _____
<input type="checkbox"/> YES / NO Visit Tables _____	<input type="checkbox"/> YES / NO Men to Dance Floor _____
<input type="checkbox"/> YES / NO Centerpiece Giveaway _____	<input type="checkbox"/> YES / NO Garter Removal / Toss _____
<input type="checkbox"/> YES / NO Slide Show _____	<input type="checkbox"/> YES / NO Anniversary Dance _____
<input type="checkbox"/> YES / NO First Dance _____	<input type="checkbox"/> YES / NO _____

First Dance _____	Artist _____
Wedding Party / Family _____	Artist _____
Father / Daughter _____	Artist _____
Mother / Son _____	Artist _____

BRIDAL PARTY WILL BE ANNOUNCED IN ORDER - STARTING WITH 1.. THROUGH 12

Parents Introductions (Underline One): 1. Enter With Wedding Party 2. Introduce While Seated

1. Bride's Parents _____	2. Groom's Parents _____
3. Ring Bearer _____	4. Flower Girl _____
5. Groomsmen _____	Bride's Maids _____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. Best Man _____	Maid / Matron _____
12. Bride & Groom To Be Announced As: _____	

Will a meal be provided for the entertainment? YES / NO