



hank agency **Wedding Information Sheet**

This information sheet has been designed to help both you and your bandleader facilitate the flow of events at your reception. Please write clearly and fill out this form as precisely as possible. It is helpful if difficult names are written phonetically. Please return this sheet, along with any additional instructions, to **hank agency** no later than **THREE** months prior to your wedding. If you have any questions regarding this form, please contact your agent at (617) 628-0400.

Wedding Date:	_____	
Bride / Groom Name (Circle One):	_____	Cell #'s / Email: _____
Bride / Groom Name (Circle One):	_____	Cell #'s / Email: _____
Venue/Reception Site:	_____	Name of Band: _____
Venue Address:	_____	Indoor Event or Tent?: _____
City, State:	_____	Name of Ballroom: _____
Name of Venue Contact:	_____	Band's Performance Times: _____
Venue Contact Direct Line or Cell:	_____	Arrival Time for Guests: _____
Venue Contact's Email Address:	_____	Number of Guests Expected: _____

1. Please list the following in the EXACT order of introduction and exactly as their names are to be announced by your bandleader. It is helpful if difficult names are written phonetically. If you do not wish to have any introductions made, simply leave this section blank.

2. Parents of Bride / Groom (Circle One): _____

3. Parents of Bride / Groom (Circle One): _____

4. Bridesmaids

Groomsmen

a. _____

b. _____

c. _____

d. _____

Flower Girl: _____

Ring Bearer: _____

5. Maid / Matron of Honor

Best Man

Newlyweds Names (Write in names exactly as they are to be announced): _____

Return this form via email to your agent at Hank Agency (i.e. Pam@hankagency.com) or via mail to Hank Agency at P.O. Box 1239 Newburyport, MA 01950 (617) 628-0400 or via fax @ (617) 522-2597.

6. Name of Person to say Blessing: _____

7. Name of Person to give Toast: _____

8. Time of Cake Cutting Ceremony (check one): _____ Type of Cake Cutting Ceremony (check one): _____
- | | |
|---------------------------------|--|
| a. After Main Course _____ | a. Traditional (sing-along) _____ |
| b. After Salad _____ | b. Background Music Only _____ |
| c. Other (please specify) _____ | c. Background Music w/announcing _____
(includes brief announcement of cake cutting - no further comments made) |
9. Time of Wedding Couple's First Dance (check one): _____
- | | | |
|--|---------------------|------------------------------------|
| a. Immediately Following Introductions _____ | b. After Cake _____ | or c. Other (please specify) _____ |
|--|---------------------|------------------------------------|

Song Selection for Couple's First Dance: _____ (please provide song title & artist)

Important:	Does your First Dance Song Selection appear on your band's current play list?	Y	N
	If not, is this selection a song the band has agreed to learn for you?	Y	N
	Or will you be providing the bandleader with a CD to be played at your event?*	Y	N

**If you are providing a CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail ____ / Bring ____*

NOTE: Most bands will agree to learn 1 song for you, as long as it is a song that fits into the band's musical repertoire & vocal range. If the band is asked to learn a song, it is the Bride & Groom's sole responsibility to supply the bandleader with a CD & sheet music of the song, at least 3 months prior to the wedding. This time frame affords the band ample time to rehearse the song thoroughly before your event. If this time deadline is not met, the band will not be able to learn a song & the Bride & Groom will need to select a song from the band's song list or provide the band with a CD to play at the event. **(NOTE: Bands cannot be held responsible for any technical difficulties resulting from CD's (original or reproduced) provided by client and any CD'S or sheet music submitted to the bands will not be returned).**

10. Bride to dance with Father / Step Father / Other _____ (please Circle)? Y N

Song Selection for Bride's dance with _____ is song _____ (please provide song title & artist)

Does your Song Selection for this dance appear on your band's current play list?	Y	N
If not, is this selection a song the band has agreed to learn for you?	Y	N
Or will you be providing the bandleader with a CD to be played at your event?*	Y	N

**If you are providing a CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail ____ / Bring ____*

11. Groom to dance with Mother / Step Mother / Other _____ (please Circle)? Y N

Song Selection for Groom's dance with _____ is song _____ (please provide song title & artist)

Does your Song Selection for this dance appear on your band's current play list?	Y	N
If not, is this selection a song the band has agreed to learn for you?	Y	N
Or will you be providing the bandleader with a CD to be played at your event?*	Y	N

**If you are providing a CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail ____ / Bring ____*

12. Entire Wedding Party to be invited to dance? Y N

Song Selection for Wedding Party Dance: _____ (please provide song title & artist)

Does your Wedding Party Song Selection appear on your band's current play list?	Y	N
If not, is this selection a song the band has agreed to learn for you?	Y	N
Or will you be providing the bandleader with a CD to be played at your event?*	Y	N

**If you are providing a CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail ____ / Bring ____*

13. Are the centerpieces to be given away? Y N If so, how? _____

14. Throwing of the Bouquet / Garter? Y N If yes, when? _____

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15. Method for the Last Dance?	Friendship Circle: Wedding Couple's Groom slow dance in circle & then say goodbyes. Circle dance and then eventually invite everyone to join in for last dance. Announce last song only with everyone invited to dance.	Y Y Y	N N N
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Song Selection for Last Dance:	_____ (please provide song title & artist)		
	Does your Last Dance Song Selection appear on your band's current play list?	Y	N
	If not, is this selection a song the band has agreed to learn for you?	Y	N
	Or will you be providing the bandleader with a CD to be played at your event?*	Y	N

**If you are providing a CD to be played at your event will you mail the CD to the band in advance or have someone bring it to the wedding? Mail ____ / Bring ____*

Would you feel comfortable allowing another bridal couple to quickly & unobtrusively preview the band during your wedding?	Y	N
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Future Mailing Address for Bride & Groom:

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