



# Men In Black 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. Please return this sheet, along with any additional instructions, to [hank agency group](#) no later than **three** months prior to your wedding day. If you have any questions regarding this form, please contact your agent at (617) 628-0400.

Name of Bride & Groom: \_\_\_\_\_ Wedding Date: \_\_\_\_\_  
 Venue/Reception Site \_\_\_\_\_ Name of Ballroom/Tent: \_\_\_\_\_  
 Venue Address: \_\_\_\_\_ City, State: \_\_\_\_\_  
 Phone # @ Venue: \_\_\_\_\_ Arrival Time for Guests: \_\_\_\_\_  
 Name of Hostess or Maitre D': \_\_\_\_\_ Number of Guests Expected: \_\_\_\_\_  
 Band's Performance Times \_\_\_\_\_ Cocktail hour times \_\_\_\_\_

Please list the following in the EXACT order of introduction and exactly as their names are to be announced by the MC. It is helpful if names are written phonetically. (Example: Joaquin Phoenix = Wah-keen Fee-nix) **Please print clearly.**

1. Parents of Bride \_\_\_\_\_

2. Parents of Groom \_\_\_\_\_

3. Grandparents Y/N \_\_\_\_\_

4. Bridesmaids and Ushers

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

5. Flower Girl(s) \_\_\_\_\_ Ring Bearer(s) \_\_\_\_\_

6. Maid/Matron of Honor and Best Man \_\_\_\_\_

7. **BRIDE & GROOM** \_\_\_\_\_



## Men In Black Wedding Information Sheet

Song Selection for Bride & Groom's **First Dance**: \_\_\_\_\_

Title: \_\_\_\_\_ Artist: \_\_\_\_\_  
 Bride and Groom only \_\_\_\_\_ Play entire song \_\_\_\_\_  
 Invite Wedding Party to join halfway through song \_\_\_\_\_ Shorten song \_\_\_\_\_

Does your First Dance Song Selection appear on your band's current play list? (circle) Yes / No  
 If not, is this selection a song the band has agreed to learn for you? (circle) Yes / No  
 Or will you be providing the bandleader with a **CD** to be played at your event? (circle) Yes / No

**NOTE:** Most bands will agree to learn a 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 and Groom's sole responsibility to supply the bandleader with a CD of the song, along with the sheet music, a minimum of three 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 cannot guarantee they will be able to learn a song and the Bride and Groom will therefore need to select a song from the band's song list or provide the band with a CD to play at the event. If you Choose CD, the **CD must be an original (not burned).**

Welcome by Father of Bride / Groom? (circle) Yes / No Father's Name: \_\_\_\_\_

**Blessing by:** \_\_\_\_\_

**Toast(s) by:** \_\_\_\_\_

Are the centerpieces to be given away? (circle) Yes / No

Birthdays to be announced: \_\_\_\_\_

Anniversaries to be announced: \_\_\_\_\_

Time of Cake Cutting Ceremony (check one):

- a. After Salad \_\_\_\_\_  
 b. After Main Course \_\_\_\_\_  
 c. Other (please specify) \_\_\_\_\_

Type of Cake Cutting Ceremony (check one):

- a. Background Music Only \_\_\_\_\_  
 b. Background Music w/ brief announcement \_\_\_\_\_

Bride to dance with her Father? Yes / No **Bride's name** \_\_\_\_\_ **Father's name** \_\_\_\_\_

Song Selection for **Bride / Father Dance**: \_\_\_\_\_

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

**Song Recommendations:** Daddy's Little Girl / The Way You Look Tonight / Wonderful World / Unforgettable / Sunshine of my Life / You've Got a Friend / Can You Feel the Love Tonight / I Hope You Dance / In My Daughter's Eyes / In My Life / My Little Girl / Shower The People / You Raise Me Up / Isn't She Lovely / Wonder of You / Father And Daughter / I Loved Her First / My Wish / Wind Beneath my Wings

Groom to dance with his Mother? Yes / No **Groom's Name** \_\_\_\_\_ **Mother's name** \_\_\_\_\_

Song Selection for **Groom / Mother Dance**: \_\_\_\_\_

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

**Song Recommendations:** Wonderful World / Unforgettable / Sunshine of my Life / You've Got a Friend / Can You Feel the Love Tonight / I Hope You Dance / In My Life / Shower The People / Song For My Son / You Raise Me Up / Wonder of You / My Wish / Wind Beneath my Wings



## Men In Black Wedding Information Sheet

Throwing of the Bouquet / Garter? (circle) Yes / No

Bouquet only \_\_\_\_\_

Garter and Bouquet \_\_\_\_\_

Present bouquet \_\_\_\_\_ To: \_\_\_\_\_

Will Bride & Groom be changing for the last dance? (circle) Yes / No

*If Bride and Groom decide to change, it is important to be back in the reception no later than 15 minutes prior to scheduled finish time.*

Song Selection for **Last (slow) Dance:** \_\_\_\_\_

Title:

Artist:

**Song Recommendations:** Last Dance by Donna Summer / Can't Take my Eyes off you by Frankie Valli / Time of My Life from Dirty Dancing / From This Moment by Shania Twain / Lost in this Moment by Big and Rich / Save the Last Dance for Me by Michael Buble

Future Mailing Address for Bride & Groom: \_\_\_\_\_

Phone number(s) of Bride and Groom- **Home** \_\_\_\_\_ **Cell** \_\_\_\_\_

Would you feel comfortable allowing another bridal couple to quickly & unobtrusively preview the band during your wedding? Yes \_\_\_ No \_\_\_

Who is your Photographer? \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Who is your Videographer? \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

Have you seen Men In Black perform live? \_\_\_\_\_ If so where? \_\_\_\_\_

### Important tips:

1. Make sure that the band has adequate power/electricity prior to wedding day. 20 amp outlet isolated (not shared) in close proximity to stage. If your reception is in a tent, keep an extra eye on this. Extension cords, (if supplied) must be 12 gauge or lower/better. The bottom line is that no one wants to "blow a fuse" during the first dance.
2. Make sure to set up the reception hall so that the band is in direct proximity to the dance floor and that no tables are set up in between the band and the dance floor. It cannot be stressed enough the importance of having the band directly in front of the dance floor. It's all about the exchange of energy between the band and the guests.
3. It is a good idea to seat elderly guests away from the stage.
4. If possible, try to have the bar set up in the same room as the reception. Guests tend to linger near the bar.
5. Cocktail hour should be in a separate room/area than the reception. This is for 2 reasons. First, it gives the guests a pleasant change of scenery. Second, the band needs at least an hour alone in the room to set up and sound check properly. It's very difficult to sound check with guests in the room. If cocktail hour cannot be in a separate area, an early band load-in can be arranged.
6. Make sure everyone in the wedding party knows when and where to meet for "lining up" the wedding party. "Lining up" meaning, getting ready to be announced into the ballroom. When it's time to line up, make sure everyone is ready and attentive. The smoother the "line up" goes, the quicker the reception gets underway.
7. Make sure that names are written clearly and spelled phonetically (Example: Joaquin Phoenix = Wah-keen Fee-nix)
8. The band will take its **first break** when the **main course** is served. (CD music will be provided by the band.) Please inform your function director to provide meals for the band members at this time. This will allow the band to stay on the same schedule as the Bride and Groom and avoid any extended break.
9. A good time for the Bride and Groom to mingle table to table is after the toasts, during the salad course.
10. If the Bride and Groom spend a lot of time on the dance floor, the guests will always follow.
11. Send a copy of this completed form to the coordinator at the wedding venue. This way everyone is on the same page.
12. The bottom line is that we want your wedding to be an ABSOLUTE BLAST!!! Please help us to help you by following these guidelines.

I have read and understand these important tips.

Please return this form to:

Hank Agency

P.O. Box 1239

Newburyport, MA 01950

or fax to: (617) 522-2597

Cake

# Ideal Wedding Layout

