



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: _____

Name of Bride & Groom: _____

Name of Band or Entertainment: _____

Venue/Reception Site: _____

Indoor Event or Tent?: _____

Venue Address: _____

Name of Ballroom: _____

City, State: _____

Arrival Time for Guests: _____

Phone # @ Venue: _____

Number of Guests Expected: _____

Name of Hostess or Maitre D': _____

Band's Performance Times: _____

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: _____

3. Parents of Groom: _____

4. Bridesmaids _____ Ushers _____

a. _____

b. _____

c. _____

d. _____

e. _____

Flower Girl: _____ Ring Bearer: _____

5. Maid / Matron of Honor _____ Best Man _____

Bride & Groom (exactly as they are to be announced): _____

Return this form to **Hank Agency** at P.O. Box 1239 Newburyport, MA 01950 (617) 628-0400 or 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):

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

Type of Cake Cutting Ceremony (check one):

- a. Traditional (sing-along) _____
- b. Background Music Only _____
- c. Background Music w/announcing _____
(includes brief announcement of cake cutting - no further comments made)

9. Time of Bride & Groom's First Dance (check one):

- a. Immediately Following Introductions _____
- b. After Cake _____
- c. Other (please specify) _____

Song Selection for Bride & Groom'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 Tape or CD to be played at your event?	Y	N

NOTE: Most bands will agree to learn **ONE** 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 Tape or 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 will not 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 Tape or CD to play at the event. **(NOTE: CD'S AND SHEET MUSIC SUBMITTED TO THE BANDS WILL NOT BE RETURNED)**

10. Bride to dance with Father? Y N

Song Selection for Bride / Father Dance: _____ (please provide song title & artist)

Does your Bride / Father 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 Tape or CD to be played at your event?	Y	N

11. Groom to dance with Mother? Y N

Song Selection for Groom / Mother Dance: _____ (please provide song title & artist)

Does your Groom / Mother 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 Tape or CD to be played at your event?	Y	N

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 Tape or CD to be played at your event?	Y	N

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

14. Birthdays or Anniversaries to be announced? Y N If yes, who? _____

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

16. Will Bride & Groom be changing for the last dance? Y N

17. Method for the Last Dance? Friendship Circle : Bride & Groom slow dance in circle and then say goodbyes. Y N

Circle dance and then eventually invite everyone to join in for last dance. Y N

Announce last song only with everyone invited to dance. Y N

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 Tape or CD to be played at your event?	Y	N

Future Mailing Address for Bride & Groom:

Return this form to **Hank Agency** at **P.O. Box 1239 Boston, MA 01950 (617) 628-0400** or fax @ **(617) 522-2597**.