

# Chrysler Entertainment Services

----- Event Coordination Worksheet pg 1 -----

Please complete this worksheet carefully! Take your time! Bring it to your consultation appointment before your big event. Consultation appointments should be scheduled within 5 days of your event.

Please do not hesitate to call us at 360-223-3690 if you have any questions, concerns, or change of plans.

Wedding Day: \_\_\_\_\_ Wedding Date \_\_\_\_\_

Location: \_\_\_\_\_

Wedding Ceremony Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Wedding Reception Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Are you being married in a different location than the reception site?

Yes  No

Do you need our services for your wedding Ceremony?

Yes  No

How would you like your MC/Entertainer to dress for your event?

Formal (Tuxedo):   
Casual (Sports jacket/Tie):

Theme   
Our Theme I

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-  
IN ORDER TO BEST SERVE YOU WE WILL WORK WITH YOUR VIDEOGRAPHER, PHOTOGRAPHER AND CATERER TO MAKE SURE WE'RE ALL ON THE SAME PAGE!

Please list the names of the folks who will be providing other services at your event so we will know their names before we get there.

Wedding Coordinator: \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Caterer (Caterer contact person): \_\_\_\_\_

Sometimes it is necessary to visit the site prior to arrival to determine the type of set up we need for your event. Please let us know who we need to contact if we need to inspect the site.

Site Manager: \_\_\_\_\_

Contact Number: \_\_\_\_\_

*This is the Family information page! Please tell us the names of your VIP'S.*

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**The Bride's Family**

Bride's Name: \_\_\_\_\_

Bride's Mom & Dad: \_\_\_\_\_

Bride's Grandparents \_\_\_\_\_

*Special announcements or introductions  
(Anniversaries, birthdays, etc)*

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**The Groom's Family**

Grooms Name: \_\_\_\_\_

Groom's Mom & Dad: \_\_\_\_\_

Groom's Grandparents: \_\_\_\_\_

*Special announcements or introductions  
(Anniversary's, birthdays, etc)*

*This is the bridal party information page! Please tell us the names of your bridal party and the roles they will play on your big day. It really helps to spell their names phonetically if there is any chance of mispronunciation. If you are planning to have a grand entrance and you want us to introduce your bridal party please list their names with their escorts in the order you want them introduced into the room.*

Entrance Order	Bridesmaids	Groomsmen
First		
Second		
Third		
Fourth		
Fifth		
Sixth		
Seventh		
Eighth		
Ninth		
Tenth		
Eleventh		
Twelfth		

*Do you have a MAID or MATRON of honor? (A maid of honor is single and a matron of honor is married )*

My Maid of Honor is: \_\_\_\_\_

My Matron of Honor is: \_\_\_\_\_

My Best Man is: \_\_\_\_\_

Your Official Introduction

In the box below, please tell us exactly how you want us to introduce you at your reception.

## Schedule of Events

*This is where we will plan your entire evening. All the what where when and why's of your reception are right here.  
We will use this information to create your event Itinerary!*

*Are you having a grand Entrance?*

Yes  No

*Who will be introduced if you're going to have a Grand Entrance?*

*Just the Bride & Groom*

*The Entire Bridal Party*

*Approximately what time do you expect to arrive at the reception site?*

*On or around*

*Is there a particular music selection you would like for the Grand Entrance?*

*Bridal Party Entrance Music*

*Bride & Groom Entrance Music*

*Tell us a little about your dinner plans! Just check the box that applies.*

- We don't have any dinner plans*
- We will be having Appetizers only*
- We will be having a buffet line*
- We will be having a sit down/plated dinner*

## Now that you're here

Will you be having a receiving line?    Yes     No

What kind of dinner background music would you like

Would you like us to announce when dinner is ready?    Yes     No

If your event is a buffet, do you want to go first?    Yes     No

Is the dj and his or her staff (usually one other person) invited to eat?    Yes     No

Do you have official toasters?    Yes     No

Who are they?                      Please write their names in the spaces below

<i>The Order of The Toast</i>	<i>Name</i>	<i>Relationship</i>
<i>First</i>		
<i>Second</i>		
<i>Third</i>		

Do you want an open mic available to your guests for toasting?    Yes     No

Are you going to have a cake cutting ceremony?    Yes     No

Do you have a specific music selection in mind for the cake cutting?    Yes     No     N/A

What is your cake cutting ceremony song selection?

Will you be having a first dance?    Yes     No

What is your first dance song selection?

Will you be having a father daughter dance?    Yes     No

What is your Father Daughter Dance Song Selection?

*Schedule of Events (Continued)*

*Will you be having any other special dances IE: Mother Son, Anniversary Dance, etc.?*

Yes  No

*What other special Dance did you have in mind?*

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*What song selection do you want for your other special dance/dances?*

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*Will you be doing a bouquet & garter toss?* Yes  No

*Just a bouquet toss?* Yes  No

*Just a garter toss?* Yes  No

*If you had a special song selection in mind for this event what song would you like?*

*Bouquet Toss Song:*

*Garter Toss Song:*

*Will you be doing a money dance?* Yes  No

*What song selections do you want for your money dance?*

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*What song would you like for your last Dance of the evening?*

**ALMOST DONE!**

*This is the music selection page.*

*Here is where you tell us what songs you want, what songs you don't want and what genres of music you want to hear at your reception.  
Please keep in mind that there will be a wide variety of age groups at your event and when selecting music  
it's always good to consider having a little something for everyone.  
We usually get more contemporary with the song selections later  
in the evening when the party really gets going.*

*So let's start with music genre first, there's a lot to choose from! Just check the ones you want or don't want*

<i>Genre</i>	<i>Yes</i>	<i>No</i>	<i>By Request Only</i>
<i>Classical</i>			
<i>Modern Rock</i>			
<i>Zydeco (Cajun)</i>			
<i>Disco</i>			
<i>Oldies Rock/Roll</i>			
<i>Top 40 (Pop)</i>			
<i>Country</i>			
<i>Bluegrass</i>			
<i>Reggae</i>			
<i>Polka</i>			
<i>Classic Jazz</i>			
<i>Modern Jazz</i>			
<i>Rap</i>			
<i>R &amp; B</i>			
<i>Big Band/Swing</i>			
<i>Celtic</i>			
<i>New Age</i>			
<i>Alternative</i>			
<i>Old School Rap</i>			
<i>Ballroom Dance</i>			
<i>Blues</i>			
<i>Hawaiian</i>			
<i>Latin</i>			

*If there's anything we forgot please let us know in the space below!*

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### The Must Play List

Here is where you tell us what songs you **MUST** hear during your event. Please let us know which songs you want in the space below.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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### The Optional Play List

*Here is where you tell us what songs would be fun to hear at your event.  
This list should contain songs you like but it's not a big deal if you don't hear them.*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

*This is the  
“DON’T PLAY THESE SONGS OR YOUR FIRED”  
page!*

*Everyone has a song or two or three that they can’t stand! We don’t want to play anything that you don’t want to hear, after all it’s your day and YOU have the final say as to what gets played and what doesn’t. Songs on this list WILL NOT be played under any circumstances unless you say it’s ok. Sometimes a guest requests a song on the no play list.  
(We will tell them that they have to get clearance from you before we agree to play anything on this list should they insist!)*

*The Official NO PLAY List:*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_
13. \_\_\_\_\_
14. \_\_\_\_\_
15. \_\_\_\_\_

## NOTES

Use this page to let us know about anything we may have missed on the previous pages. Announcements, birthdays, special performances.....who knows! It could be anything.

It's usually best to complete this page with your MC/Entertainer present!

### Reception Event order

Now that we know what we're doing let's "order your event".  
Let's go through the previous pages and put everything in the order  
you want them to happen.

The order you do things is pretty critical, and can have a huge impact  
on your event.

It's usually best to complete this page with your MC/Entertainer.  
Don't worry too much about specific times other than start time,  
We will move things along as needed.

### Order of Events

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_

Now that we have all this information, we can create an itinerary for your event.

We use the itinerary to coordinate the schedule of events with the rest of the people on your team.  
your caterer, photographer, videographer etc.

We will make sure that everyone who needs or wants one will get one.

We'll send you an email for final approval when it's done. It usually takes a couple of days after we've done  
the event coordination worksheet to create an itinerary and get it back to you.

Nothing is cast in stone here, we can make  
changes **ANYTIME!** Even on the day of the event! This just gives everyone on your team a basic framework.