



**Wedding Planner Worksheet**

Thank you for your interest in PhatKat Productions. I look forward to making your wedding day special. After completing both sides of this worksheet, please call or email me so we can setup a meeting to go over the details of the planner. You can return this information to me at the meeting or by emailing me at [djvince1@gmail.com](mailto:djvince1@gmail.com)

**Office: 781-663-2538 Cell:802.342.0447**

**Wedding for:** \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Ceremony Location: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ Processional Music Needed\*: YES[ ] NO[ ]

Reception Location: \_\_\_\_\_ Reception: [ ]Inside [ ]Outside

Reception Time: \_\_\_\_\_ If Outside, Is Cover (Tent) Provided: YES[ ] NO[ ]

Total Number of Guests: \_\_\_\_\_ Time of Cocktail Hour: \_\_\_\_\_

Time of Guests Arrival: \_\_\_\_\_ Time of Dinner: \_\_\_\_\_

**Bride & Groom**

**Bride:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Groom:**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_

**Wedding Party**

Introduction Music: (optional) \_\_\_\_\_ (If Introduced Separately)

Members of the Wedding Party: (In order of Introduction) Mother of Bride: \_\_\_\_\_

Father of Bride: \_\_\_\_\_

Grandparents of Bride: \_\_\_\_\_

Mother of Groom: \_\_\_\_\_

Grandparents of Groom: \_\_\_\_\_

Father of Groom: \_\_\_\_\_

Parents of Bride: \_\_\_\_\_

Flower Girl and Ring Bearer:  
\_\_\_\_\_

Parents of Groom: \_\_\_\_\_

Bridesmaids and Ushers:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Matron/Maid of Honor and Best Man:  
\_\_\_\_\_

Bride and Groom: \_\_\_\_\_

How you would liked to be introduced:  
\_\_\_\_\_

**Dances/Music:**

First Song(s) for Bride and Groom: (Song and Artist)

\_\_\_\_\_

When do you want to have your first dance:

before dinner; after introductions  after dinner

other: please specify \_\_\_\_\_

Wedding Party Song: \_\_\_\_\_

Father /Daughter Dance: \_\_\_\_\_

Mother /Son Dance: \_\_\_\_\_

Specific Dances/Games aside from those above:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dinner Music: Specific Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Specialty Dances:**

Dollar Dance: YES[  ] NO[  ]

Garter and Bouquet: YES[  ] NO[  ]

Anniversary Dance: YES[  ] NO[  ]

Specific Requests: Songs, Titles, Artists, Styles:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Music you prefer not be played (if any):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Speeches:**

Best Man Speech: YES[  ] NO[  ]

Maid/Matron of Honor Speech: YES[  ] NO[  ]

Anyone Else That Would Like To Speak: \_\_\_\_\_

**Cake:**

Time of Cake Cutting: \_\_\_\_\_

Song for Cake Cutting (optional): \_\_\_\_\_

**Last Song** (optional):

Last Song Of The Night: \_\_\_\_\_



**Working Agreement**

This a working agreement between \_\_\_\_\_ and Vince Allo, of PhatKat Productions, for the wedding reception on \_\_\_\_\_, at \_\_\_\_\_.

The time of performance will from \_\_\_\_\_ to \_\_\_\_\_. Total amount due to Vince Allo for performance is \$ \_\_\_\_\_. A Non-refundable deposit of \$ \_\_\_\_\_ is attached. The balance of \$ \_\_\_\_\_ will be paid to Vince Allo on the day of the reception.

\_\_\_\_\_  
Approved by Vince Allo

\_\_\_\_\_  
Approved by Bride/Groom

Thank you so much! And on behalf of myself and PhatKat Productions, Congratulations!!

