



www.sdipromotions.com info@sdipromotions.ca  
647-300-6386

**FOR US TO PLAN WELL FOR YOUR EVENT ~  
WE REQUIRE THIS SHEET 3 WEEKS  
PRIOR TO EVENT.**

Client Name & Number:  
Date & Venue Loc.:

Emerg. Numbers/ Cell: \_\_\_\_\_  
Home#: \_\_\_\_\_ Timings: \_\_\_\_\_ Number of  
guests: \_\_\_\_\_

TIME

**SCHEDULE**

1. Your Cocktail Hour Music Prefs?

Instrumental, Non Instrumental Vocals / Jazz /  
Motown/Fusion(Bossa Nova)

2. Key Songs(# of entrances) \_\_\_\_\_

Song & Artist

Bridal Party Entrances:

BRIDE & GROOM Entrance:

Cake Cutting Song

First Slow Dance Song

Father/Bride

Mother/Groom

Group Slow Dance Song  
(bridal party/everyone)

Slow Dance Song

Notes:

3. Music : Short Must Play List of 10-15 songs, or Genres, to give us an idea

Song

Artist

Notes:

**TIME****SCHEDULE**

4. Guests Arrival & Cocktails/Apps

5. Guests Seated in the hall

6. MC Announces Bridal Party & Grand Entrances

7. Additional words, performance item

8. Approx Dinner

9. Toasts, performances, speeches

10. Bride Groom Cake Cutting

11. First Dance, Second Dance, Guests Dance

12. Party Starts

13. Party Goes On until End Time

Notes: