



Reception Information Sheet

DATE OF EVENT _____

Bride _____ Ph: (h) _____ (w) _____

Groom _____ Ph: (h) _____ (w) _____

Times: (Ceremony) _____ (Cocktails) _____ (Reception) _____

Location of Reception _____ Room _____ Inside or Out? _____

Event site address and phone _____
(Please fax or mail detailed directions)

Religious/Ethnic background (if applicable) _____

Contact Person at site _____ e-mail: _____

Ph: _____ address: _____

Caterer _____ e-mail: _____

Ph: _____ address: _____

Coordinator _____ e-mail: _____

Ph: _____ address: _____

Will you have a program? (Order of events, i.e. toast, first dance, cake cutting, etc.) _____

If bandleader is asked to make announcements/introductions, please provide a list of the announcements/names in order of appearance, with difficult names spelled out phonetically.

Will there be a cocktail hour prior to the reception? _____ Will it be in the same or different location? _____

If different, please describe relative location _____

What music will you be using for the cocktail hour? _____

Will the band be required to be set-up more than two hours prior to the actual reception? _____

Have you arranged for meals for the musicians? _____

Balance check should be made out to Scott Ragsdale and is due at the event. Who should the bandleader see for the balance check? _____

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MUSIC

General repertoire: (Please describe the general style of the music you want played, such as, "mostly elegant dance music from the big band era, with a sprinkling of a variety of motown and rock-n-roll later on" or, "we love Frank Sinatra and swing, but want an equal mix of variety dance music, with an emphasis on disco and salsa".

A song that is not in our repertoire can be specially arranged for your event (If it's in the style of music that we generally play. If it is not, then we will be happy to play the actual CD instead, so you can always have the song(s) that you want. If we decide it can be arranged, you are asked to send a tape or CD of the song, to the address below, at least 90 days prior to the event. Limit of one special arrangement per event please.

First dance _____

Father/Daughter _____

Mother/Son _____

Last dance _____

Other dances or special music _____

BREAKS:

There are typically 3 breaks during a 4 hour reception. One is longer, during which the band will eat. This break is usually taken while the guests have dinner although not limited to that time. The other two are shorter. We always provide CD music during the breaks unless asked not to.

Type of music you would like to hear as the band breaks _____

Would you like to provide your own CDs for bands' breaks? _____

Any other info you'd like for us to know? _____

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