

# Reception

INFORMATION SHEET

ÉLAN ARTISTS

888.800.3526 (ELAN)

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, have you provided 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? \_\_\_\_\_

Song for "first dance" \_\_\_\_\_ Song for "father/daughter dance" \_\_\_\_\_

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