

General Data & Reception event (Data sheet # 2)

(This sheet is due 45 days prior to event)

(Please complete all sections)

Event date: Time:

Please contact the limousine service that you have hired and provide me with the cellular telephone number for the vehicle that you will be traveling in for your trip from the church to the reception site.

(This info can be helpful if you are delayed due to unforeseen traffic or car trouble, better safe than sorry)

Car Tele Number (_____) _____ - _____ Limo Service main office number (_____) _____ - _____

A standard order of events should be sent to RWE no less than 14 days from the event date. All timelines will be considered approximate and may be subject to change. Changes in the order of events may alter the quality of services contracted and agreed upon. Please inform RWE of any changes to the order desired as soon as possible.

Who will officiate the blessing the meal?

1st Choice _____

2nd Choice _____

Who will toast the bride & groom?

Best man (s) Mr. _____ Mr. _____

Maid/Matron of honor Ms. _____ Mrs. _____

Will you take your first dance after dinner?

Will you jump the broom or perform any other ethnic ritual before or directly after your introduction?

Note: Unless requested otherwise, the music will continue to play during the cake-cutting event and an announcement will be made to the guests with cameras to proceed to cake table for personal camera shots, after the photographer has taken the professional camera shots.

(Optional)

Be sure to inform your bridal party, at your Rehearsal that the bridal party will be called to the dance floor approximately 2 min into the second dance selection and your guests will follow.

(This will help set the stage for the opening of your dance floor & will maximize the results).

Please note: a special rental system is available to for any outside entertainment that may require an audio feed. Vocalists are not permitted to sing over our standard music system. All music to be played should be in the form of Compact Disc only & should be sent to R.W.E. office 21 days prior to the event.

Parents Line up (Data sheet # 3)

(This sheet is due **45 days prior to event**)

Grandparents of the Bride:

(Use if your Grandparents will be introduced together)

Grandmother of the Bride: Escorted by:

Grandfather of the Bride: Escorted by

Grandparents of the Groom:

(Use if your Grandparents will be introduced together)

Grandmother of the Groom: Escorted by:

Grandfather of the Groom: Escorted by:

Parents of the Bride: Mr. & Mrs.

(Use if your parents will be introduced together)

Mother of the Bride (Ms/Mrs./Miss) Escorted By Mr.

Father of the Bride Mr.

Escorted By Ms. Mrs.

Parents of the Groom: Mr. & Mrs.

(Use if your parents will be introduced together)

Mother of the Groom (Ms/Mrs./Miss) _____ Escorted By Mr. _____

Father of the Groom Mr. _____ Escorted By Ms/Mrs. _____

Bridal Party Line up Sheet (Data sheet # 4)

(This sheet is due **45 days prior to event**)

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Ms. _____ Escorted By Mr. _____

Please check if Ushers or junior bridesmaids or Master _____

Ms. _____ Escorted By Mr. _____

Please check if Ushers or junior bridesmaids or Master _____

Ms. _____ Escorted By Mr. _____

Please check if Ushers or junior bridesmaids or Master _____

Ms. _____ Escorted By Mr. _____

Please check if Ushers or junior bridesmaids or Master _____

Flower girl 1 Little Ms. _____ Ring Bearer/Master _____

Flower girl 2 Little Ms. _____ Bible Bearer/Master _____

Maid of honor Ms. _____ Escorted By (1) Best man _____

Matron of honor Ms. _____ Escorted By (2) best man _____

Groom & Bride

Mr. & Mrs. _____

Doctor. & Mrs. _____

Reverend. & Mrs. _____

General floor Plan & Outdoors

Alternative event layout (Data sheet # 5)

(This sheet is due 45 days prior to event)

Please use the space below to draw a simple diagram of your floor plan

(Although the volume will be at a comfortable level for most guests, when at all possible please consider seating older guests on the side of the room opposite of the speaker location.)

Please List any person(s) authorized to make changes to the room layout. R.W.E will only follow the instructions of the Bride & Groom or Coordinator unless an alternate person has been listed below.

Name

Affiliation or Title

Note: It has been our experience that some reception sites have designated set-up locations for DJ professionals. Some of the designated locations have limited our ability to provide full entertainment value to our clients. Please arrange with the facility manager a location that will allow our staff a direct line of sight to you, your guests and the dance floor area.

3D Photo montage & Star Video Packages Require a Minimum of 15^{ft} exclusive space to insure proper presentation, please schedule a walk thru at your location to insure this space is reserve by your event location staff.



Notice to Caterer & Banquet Hall Managers we request the following area reserved for Royale WeddingEntertainment. Please feel free to contact us or the contracting party if any adjustment are needed

Sincerely Gregory Sutherlin 301-843-9245 royaleweddingdj@netzero.net

Event date: ___/___/04

time:

assigned room name

Clients Name:

Address:

Hm Ph:

Email address

Love Song CD Selection sheet (Data Sheet # 6)

(This sheet is due 60 days prior to event)

Submit up to two sheets one for bride & one for groom

Please note that the Love Jam CD is complimentary & is reserved for initial consultation signings only!!

Event date: Time:

Bride Name: _____ Address: _____ Hm Ph: _____ WkPh: _____
Groom Name: _____ Address: _____ Hm Ph: _____ WkPh: _____

Please list your 15 songs for your complimentary slow jams CD. Please Note your selections are due in Royale Wedding Entertainment's office, no later than 60 days prior to your event in order to receive your complimentary CD (**Sorry NO Makeup dates will be consider! NO Exceptions**). Note only songs from our current library can be requested. Any songs not in the library may be sent to RWE 60days prior to the event date and should be either in cassette, Mp3 or CD media. Please do not send your originals, as all music sent to RWE will become the property of RWE and will not be returned. Fax all selection requests to 1-760-465-8616 or Email royaleweddingdj@netzero.net Please **do not send this information via the US Postal service**; all pictures that are to be included on your custom label should be sent via email only and must be Jpeg or bmp format. Pictures sent via US mail will not be returned and will incur a \$10 scan fee. The complimentary cd will be postmarked 14 days from the date of receipt in the RWE office and sent via US mail.

Selection

Artist

- 1
- 2
- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12
- 13

(14) First Dance selection: _____ Artist Name _____

(15) Second Dance selection: _____ Artist Name _____

Reception music style selection sheet (Data Sheet #7)
(Due 45 Days prior to event)

Music Category

Jazz - Contemporary Jazz, Blue Note Jazz, Gospel Jazz , R&B Instrumentals
(The above music styles are best when played in hours 1 & 3)

Vocal Dinner - Contemporary Gospel, Slow Jams 70s 80s 90s, R&B Neo-soul,
(Best when played in hour 2)

Dance Music Styles - 50s, 60s Doo Wop & Motown sound, Hand Dance, Line Dance, Swing, ChaCha

R&B Funk , 80s rap style, 90s Hip hop style, 2K Hip Hop, DC Go Go, 80s House, Pop Dance
(Only Clean music lyrics are played)

Please list your preferred music styles by the hour.

Hour 1

Hour 2

Hour 3

Hour 4

List your Favorite Dance Songs Hour 4

1

2

3

4

5

4

5

6

7

8

9

10

Reception site (Data sheet # 8)

(This sheet is due 45 days prior to event)

(Please complete all sections)

Event date: Time:

Please contact the limousine service that you have hired and provide me with the cellular telephone number for the vehicle that you will be traveling in for your trip from the church to the reception site.

(This info can be helpful if you are delayed due to unforeseen traffic or car trouble, better safe than sorry)

Car Tele Number () - Limo Service main office number () -

A standard order of events should be sent to RWE no less than 14 days from the event date. All timelines will be considered approximate and may be subject to change. Changes in the order of events may alter the quality of services contracted and agreed upon. Please inform RWE of any changes to the order desired as soon as possible.

Hor De Voure	Hr. 1	
Intro	Hr. 2	
Blessing	Hr. 2	
Dinner	Hr. 2	
Toast	Hr. 3	After Bride & Groom Are Finish Eating
Cake Cutting	Hr. 3	
First dance	Hr. 4	
Second Dance	Hr. 4	
General Dancing Set 1	Hr. 4	
Bouquet & Garter	Hr. 4	
General Dance Set 2	Hr. 4	

Who will officiate the blessing the meal?

1st Choice _____

2nd Choice _____

Who will toast the bride & groom?

Best man (s) Mr. _____ Mr. _____

Maid/Matron of honor Ms. _____ Mrs. _____

Will you take your first dance after dinner?

Will you jump the broom or perform any other ethnic ritual before or directly after your introduction?

Wedding Event Song Selection sheet (Data Sheet #9)

(This sheet is due **45 days prior to event**)

(Only fill this out if R.W.E. is performing at your wedding)

Event date & time:

Bride's Name:

Groom's Name:

Address:

Brides Hm Ph:

Grooms Hm Ph:

WkPh:

Please list the appropriate Song title & names of the artist desired (**No Partial Listing Please**)

Guest Seating Selections will start immediately upon the opening of the chapel & will continue until the start of the wedding ceremony.

What type of Guest seating music do you prefer: (CIRCLE The style you prefer)

Light Jazz, Light love songs, Gospel & Gospel Jazz, Praise & Contemporary Christian, Classical

Selection

artist name

Order to be played

Groom's Prelude:

Seating of the Mother's

Bride Maids March (processional)

Bride's March

Solo Selection (optional)

Lighting of the candle (optional)

Recessional

Tips for an orderly Rehearsal

Talk to the individuals that will be asked to attend and arrange a time that is suitable for everyone.

Try to base the start time on the following factors:

1 Where will they be traveling from prior to the start of the rehearsal?

2 How is the traffic flow on the route they will be traveling?

3 Do they have to make any personal stop i.e. childcare concerns etc?

Have your bridesmaids, groomsmen, usher, and attendants etc. to arrive 45 minutes prior to the actual time required so that any late arrivals will not hold up your rehearsal

Get all cell phone numbers so that you can contact each person if he/she is running late

Suggestions for early arrivals & discussion topics

Are your bridesmaids, groomsmen, parents, aware of their seat locations?

Will anyone other than the best man make a toast?

Have the best man to introduce all persons toasting the couple

The final toast should be followed with the speaker raising his/her glass & saying....

Cheers, Bottoms up, Here to your union etc.

Inform the bridal party of their expected roles in joining in at the end of the first dance, continuing thru the remainder of the second dance selection. The dance floor will open immediately afterward.

Designate the Maid or matron of honor to insure that the bridesmaids go to the floor in a timely manner. (Ask the DJ to give the group a signal when it's time to proceed to the floor)

Designate the Best man to insure that the Groomsmen go to the floor in a timely manner
(Ask to the DJ to give the group a signal when it's time to proceed to the floor)

Avoid the DJ Announcing via microphone when to proceed (*it should appear smooth & natural*)

For the first dance event, the bridal party will be expected to dance with their respective escorts, until the second dance selection has ended.

Practice any and all parents dance scenarios

(Ask the DJ to give a signal when to proceed to the dance floor: *it should appear smooth & natural*)

Speak with the attendants about delegated responsibilities throughout the reception. i.e. setup, decorating, dinner service, cleanup, gift table arrangements, guest book signing, odd jobs etc. Suggest a change of clothes, to avoid ruining outfits during the clean-up process.

Talk to your minister to insure that the performer will be given a signal to sing or start music selection on time (note every minister has a different style; don't take it for granted that the performer will know exactly when to start)

Designate one person to instruct the ceremony participants

All bridesmaids should rehearse with the shoes they will wear on your wedding day
(This will effect how long it takes to walk down the isle)

Conduct two dry runs without music as to minimize distractions: This a great time to give verbal instructions

Conduct two dry runs with music to insure that the song selected will be long enough for the number of participant to walk down the isle

Please note that any verbal instruction, interruptions or side conversation occurring while music selections are playing will cause the participants to delay walking & create poor timing.

Every wedding rehearsal has its particulars so there is no right or wrong way, the end result that you are should be striving for is:

Proper consideration to all participants

Orderly procession of participants

Timely executions of song selections & live performers

Standard wedding Processional

The Arrival of the Minister and Groom at the alter

Seating of Grandmothers by either a Usher or Groomsmen or their Spouse

Seating of mothers by either a Usher or Groomsmen or their Spouse

Note: If there are a shortage of groomsmen to the escort the mothers, have an usher or a groomsmen escort two mothers down the isle at the same time.

(A) The Bridesmaid march - escorted By Groomsmen down isle

(B) The Bridesmaid march - unescorted met by Groomsmen at central point prior to arriving at alter

(C) The Bridesmaids march - No Groomsmen

(D) NO Brides Maids or Groomsmen

Maid of Honor march

Matron of Honor march

Junior Brides Maid march (optional)

Bible Bearer Master

Ring Bearer (optional)

Flower Girl

Brides March

Recessional

When is it due?

All form can be E-mail

Alternate forms format available online at www.royaleweddingentertainment.com

(Data **6** is due **60** days prior to event) Your due date is ____/____/____

Love Song CD Selection sheet (Data Sheet # 6)

Please note that specialty song such as First dance, Parents etc not receive on due will be chosen by DJ assigned with out prior notification of selection title or may choose from a list of wedding standards on the day of the affair.

(Data **1-5,7,8,9** are due **45** days prior to event) due date for these sheets

Your due date is ____/____/____

Reception site	(Data sheet #1)
General Data & Reception event	(Data sheet # 2)
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General floor Plan & Outdoors	
Alternative event layout	(Data sheet # 5)

Photograph for clients with 3D Photo Montage Presentation

Please note all photo to be scan are due 30 days prior to your event
Digital file are due 20 Days prior to your event

A total of three (3) presentations will be displayed with each presentation consisting of approx 20-25 images

Basic display categories	Number of images
Couples tribute	20-25
Brides tribute	20-25 Don't forget to include those baby pictures
Grooms tribute	20-25
Friend & family	20-25

(Very popular with your invited guest, best when shown with 45 -50 images)

When we get married display 3D

(Experience your wedding ceremony minutes after it happens)

Dance with my Father display* (A Special tribute to your father if he has pass on)

Mama's song display * (A Special tribute to your mother if she has pass on)

*All special Tribute can be review 10 day prior to event to insure it meets your expectations

Additional images supplied after due date will be subject to a charge of **0.75 cent** per image.

All last minute photo must be received Prior to 72Hrs your event No Exception