

Fantastic Five Entertainment

Schedule of Events Form

Date of Event: _____ Start Time: _____ End Time: _____ Setup Time: _____

Venue: _____ Venue Point of Contact: _____

POC - Phone: _____ POC - Email: _____

Wedding Coordinator: _____ Phone: _____ Email: _____

Officiant's Name: _____ Phone: _____ Email: _____

Photographer: _____ Phone: _____ Email: _____

Will Fantastic Five be providing services for the following:

Ceremony: Yes / No Location: _____ Times: _____

Cocktail Hour: Yes / No Location: _____ Times: _____

Dinner: Yes / No Location: _____ Times: _____

Reception: Yes / No Location: _____ Times: _____

Ceremony Details

Microphones needed: (circle one) Wireless Lapel or Wireless Handheld
(We provide 1 lapel microphone for the officiant or 1 wireless hand held)

Background music: _____

Formal / Guest Seating: _____

Processional (Bridal Party Entrance Song) _____

Bride's Entrance: _____

Recessional Song: _____

Other: _____

Reception Details

Bride's Name: _____

Groom's Name _____

How would you like to be formally introduced: _____

Song to play during introduction? _____

Would you like to be introduced at the start of the reception or cocktail hour? Please indicate when _____

Is your wedding party being introduced? Yes / No

Song to play during introduction: _____

Wedding Party:p

Flower Girl:

Ring Bearer:

Bridesmaids

Groomsmen

Maid of Honor:

Best Man:

Music Selections

First Dance: Artist: _____ Title: _____

Father Daughter Dance: Artist: _____ Title: _____

Mother Groom Dance: Artist: _____ Title: _____

Cake Cutting: Artist: _____ Title: _____

Last Dance: Artist: _____ Title: _____

Will you have a blessing or welcoming before dinner: Yes / No

Who will be conducting this: _____

Who will be giving a toast: (aprox time) _____

Champagne Toast or Drink in hand: _____

(please provide below 20 to 30 songs that you would enjoy listening and dancing to throughout your reception)

Cocktail Hour: Start time: _____ End Time _____

Music Selections: _____

Dinner: Start time: _____ End Time _____

Music Selections: _____

What type of music would you like to hear throughout the reception? What songs would make your night perfect?
(please specify in detail artists, titles and genres) Dancing songs, slow songs, family favorites:

Do Not Play List: (please specify / if any songs or artist / genres) _____

Are you going to have a bouquet toss ? Yes No Song ?

Are you going to have a garter toss ? Yes No Song ?

Are going to have a money dance ? Yes No Song ?

Will you have a Grand Exit ? (IE – Sparklers or other) Yes No Song ?

Up Lighting / Colors: _____

THIS FORM TO BE COMPLETED AND SUBMITTED TO FANTASTIC FIVE AT LEAST 2 MONTHS PRIOR TO YOUR WEDDING DATE TO BEGIN ITINERARY PREPARATION AND ROUGH DRAFT ITINERARY.

(Information below to be completed by Fantastic Five) (Additional equipment options may be invoiced separately)

Additional Equipment; Audio, Lighting, Video / Add On's & Pricing:

Up lighting fixtures provided in package: _____ Additional Up Lighting \$25 each _____

Additional Microphones – Ceremony Lapel - \$50 _____ Wireless Handheld & Mic Stand - \$50 _____

Monogram - \$250 – Design & Font; _____

TV Monitors - \$250/ea - _____ or Projectors / Screens \$350/ea _____

Spanish MC \$250 / 5 hours of time: _____

Custom package details: _____

Dated: _____ Client Initials: _____ F5 Initials _____