

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 provided – 1 Lapel Mic for your officiant and 1 Lapel mic for groom

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 during cocktail hour?

Please indicate when _____

Would you like to introduce your wedding party? Yes / No
Introducing as couples or individually? _____

Song(s) to play during introduction: _____

Bridesmaids

Groomsmen

Maid of Honor:

Best Man:

Custom introduction for bridal party?: YES / NO

(fun fact, personal relation, relation to bride & groom / think of this as an opportunity for your guest to get to know your wedding party and providing them some info on how you know each other)

(we will further elaborate if you'd like to explore this idea)

Introduction of Parents or special recognition / comments: _____

Parents of the Bride:

Father: _____

Mother: _____

Notes: _____

Parents of the Groom:

Father: _____

Mother: _____

Notes: _____

Toasts / Speakers

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

Name of person who will be conducting the welcoming / blessing: _____

Contact info / Phone: _____

Who will be giving a toast:

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Name: _____

Phone: _____

Champagne Toast or Drink in hand: _____ details: _____

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 ?
Would you like to have an anniversary dance? Yes No Song?
Are going to have a money dance ? Yes No Song ?
Will you have a Grand Exit ? (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 - \$300 – Design & Location; _____

Dancing on a cloud - \$375: _____

TV Monitors - \$250 w/ mac book pro - _____

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

Custom package details: _____

Additional Lighting: _____

Intelligent Lighting: _____

Wedding Rehearsal \$450: _____

Wedding Rehearsal date: _____

Wedding Rehearsal location(s) : _____

Wedding Rehearsal times: _____

Additional Notes: _____

Dated: _____ Client Initials: _____ F5 Initials _____