

Men Black

Wedding Information Sheet

Please write clearly and fill out this form as precisely as possible. Please return this sheet, along with any additional instructions, to [Hank Agency Group](#) no later than **three** months prior to your wedding day. If you have any questions regarding this form, please contact your agent at (617) 628-0400.

Wedding Date: _____ **Day of week:** _____

Bride's Name _____ Phone _____ Email _____

Groom's Name _____ Phone _____ Email _____

Venue/Reception Site _____ Name of Ballroom: _____

Venue Address: _____ City, State: _____

Arrival Time for Guests: _____ Number of Guests Expected: _____

Name of wedding coordinator or Planner: _____

Phone: _____ Email: _____

Who is your Photographer? _____ Email _____

Who is your Videographer? _____ Email _____

Ceremony Time: _____ Ceremony Location: _____

Is MIB providing a pianist for your ceremony? (circle) Yes / No
(If yes, songs must be chosen from Men In Black's ceremony piano song list)

Processional (song): _____

Bride Walks down the Aisle to (song): _____

Recessional (song): _____

Cocktail hour times _____ Men In Black Performance Times _____

Is MIB providing Guitar or Piano (circle) for your Cocktail hour? Yes / No

Have you seen Men In Black perform live? _____ If so where? _____

Would you feel comfortable allowing another bridal couple to quickly & unobtrusively preview the band during your wedding? Yes ___ No ___

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Introduction of the Wedding Party

Please list the following in the EXACT order of introduction and exactly as their names are to be announced by the MC. It is helpful if names are written phonetically. (Example: Joaquin Phoenix = Wah-keen Fee-nix) **Please print clearly.**

1. Parents of Bride _____

2. Parents of Groom _____

3. Grandparents Y/N _____

4. Bridesmaids and Groomsman (list in pairs or groups of 3)

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

5. Flower Girl(s) _____ Ring Bearer(s) _____

6. Maid/Matron of Honor and Best Man _____

7. **BRIDE & GROOM** _____

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Song Selection for Bride & Groom's **First Dance**: _____
Title: _____ Artist: _____

Bride and Groom only _____ Play entire song _____
Invite Wedding Party to join halfway through song _____ Shorten song _____

Does your First Dance Song Selection appear on your band's current play list? (circle) Yes / No
If not, is this selection a song the band has agreed to learn for you? (circle) Yes / No
Or will you be providing the bandleader with a **CD / Mp3** to be played at your event? (circle) Yes / No

NOTE: Most bands will agree to learn a song for you, as long as it is a song that fits into the band's musical repertoire & vocal range. If the band is asked to learn a song, it is the Bride and Groom's sole responsibility to supply the bandleader with a CD or MP3 of the song, a minimum of three months prior to the wedding. This time frame affords the band ample time to rehearse the song thoroughly before your event. If this time deadline is not met, the band cannot guarantee they will be able to learn a song and the Bride and Groom will therefore need to select a song from the band's song list or provide the band with a CD/MP3 to play at the event. If you Choose CD, the **CD must be an original (not burned)**.

Are the centerpieces to be given away? (circle) Yes / No

Birthdays to be announced: _____

Anniversaries to be announced: _____

Welcome by Father of Bride / Groom? (circle) Yes / No **Father's Name:** _____

Blessing by: _____

Toast(s) by: _____

Time of Cake Cutting Ceremony (check one): a. After Salad _____ b. After Main Course _____

Bride to dance with her Father? Yes / No **Bride's name** _____ **Father's name** _____

Song Selection for **Bride / Father Dance**: _____
Title: _____ Artist: _____

Song Recommendations: Can You Feel the Love Tonight / Daddy's Little Girl / Father And Daughter / Isn't She Lovely / I Hope You Dance / I Loved Her First / In My Daughter's Eyes / In My Life / My Little Girl / My Wish / Sunshine of my Life / The Way You Look Tonight / Unforgettable / Wind Beneath my Wings / Wonder of You / Wonderful World / You Raise Me Up

Groom to dance with his Mother? Yes / No **Groom's Name** _____ **Mother's name** _____

Song Selection for **Groom / Mother Dance**: _____
Title: _____ Artist: _____

Song Recommendations: Can You Feel the Love Tonight / Days Like This / I Hope You Dance / In My Life / My Wish / Simple Man / Shower The People / Song For My Son / Sunshine of my Life / Unforgettable / Wonder of You / Wind Beneath my Wings / Wonderful World / You Raise Me Up / You've Got a Friend

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Throwing of the Bouquet / Garter? (circle) Yes / No

Bouquet only _____

Garter and Bouquet _____

Present bouquet _____ To: _____

Will Bride & Groom be changing for the last dance? (circle) Yes / No

If Bride and Groom decide to change, it is important to be back in the reception no later than 15 minutes prior to scheduled finish time.

Song Selection for **Last (slow) Dance:** _____

Title:

Artist:

Song Recommendations: Can't Take my Eyes off you by Frankie Valli / I've Had The Time of My Life -Dirty Dancing / Into the Mystic by Van Morrison / Last Dance by Donna Summer / Save the Last Dance for Me by Michael Buble / Take Me Home Tonight by Eddie Money

The Last slow dance is Usually followed by a rocking encore or two!

Important tips:

1. Make sure that the band has adequate power/electricity prior to wedding day. 20 amp outlet isolated (not shared) in close proximity to stage. If your reception is in a tent, keep an extra eye on this. Extension cords, (if supplied) must be 12 gauge or lower/better. The bottom line is that no one wants to "blow a fuse" during the first dance.
2. Make sure to set up the reception hall so that the band is in direct proximity to the dance floor and that no tables are set up in between the band and the dance floor. It cannot be stressed enough the importance of having the band directly in front of the dance floor. It's all about the exchange of energy between the band and the guests.
3. Mention to everyone who giving a toast that 3-5 minutes as a general rule is good. Avoid the 15 minute toast.
4. It is a good idea to seat elderly guests away from the stage.
5. If possible, try to have the bar set up in the same room as the reception. Guests tend to linger near the bar.
6. Cocktail hour should be in a separate room/area than the reception. This is for 2 reasons. First, it gives the guests a pleasant change of scenery. Second, the band needs at least an hour alone in the room to set up and sound check properly. It's not possible to sound check with guests in the room. If cocktail hour cannot be in a separate area, an early band load-in can be arranged.
7. Make sure everyone in the wedding party knows when and where to meet for "lining up" the wedding party. "Lining up" meaning, getting ready to be announced into the ballroom. When it's time to line up, make sure everyone is ready and attentive. The smoother the "line up" goes, the quicker the reception gets underway.
8. Make sure that names are written clearly and spelled phonetically (Example: Joaquin Phoenix = Wah-keen Fee-nix)
9. The band will take its **first break** when the **main course** is served. (CD music will be provided by the band.) Please inform your function director to provide meals for the band members at this time. This will allow the band to stay on the same schedule as the Bride and Groom and avoid any extended break.
10. A good time for the Bride and Groom to mingle table to table is after the toasts, during the salad course. This way, after dinner, you are ready to cut the cake, dance with your parents and then get the party rolling.
11. If the Bride and Groom spend a lot of time on the dance floor, the guests will always follow.
12. Send a copy of this completed form to the coordinator at the wedding venue. This way everyone is on the same page.
13. The bottom line is that we want your wedding to be an ABSOLUTE BLAST!!! Please help us to help you by following these guidelines.

I have read and understand these important tips.

Please return this form to:
Hank Agency
P.O. Box 1239
Newburyport, MA 01950

or fax to: (617) 522-2597
or Email to admin@hankagency.com

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Ideal Wedding Layout

