

# Melissa Ellis Music

Our objective is to provide you the best music. To aid us in customizing your music program, please fill out the following questionnaire and return no later than 4 weeks prior to your event. This can be done via email, fax, or mail. An electronic copy of this form can be found at [www.MelissaEllisMusic.com](http://www.MelissaEllisMusic.com). I will contact you prior to your wedding to discuss music services for your event. Client Information Contact Names: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

E-Mail Addresses: \_\_\_\_\_

Type of Function:  Ceremony & Reception  Reception Only  Ceremony Only

Do You Prefer to have Melissa Ellis as a  Soloist,  Three-Piece Band, or  Full Band

Would you like to have Melissa contact an additional musician for part-time work during this event?

Yes  No If Yes, what instrument(s)? \_\_\_\_\_

# of Guests: \_\_\_\_\_ Day: \_\_\_\_\_ Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

**GUIDELINES Consultation:** Personal meeting or 15-30 minute phone review of the music information sheet with Music Coordinator at no extra charge. **Requested Music Information:** Please be as accurate as possible on titles and artists of requested music. I will do my best to get any special songs you request. Should we be unable to meet a request, we will inform you as far in advance as possible so you can give us the music file or choose a different selection. **Please Note:** All songs requested will be played as time allows. Some songs may be played while the Bride & Groom are not in the room or are busy mingling and not able to pay attention to the music. It is best to put your top (5) five requested songs down first and then to add other options you would like to hear. The top 5 songs will be played intermittently throughout your event. We will try to incorporate the other requests as time permits. Please make sure to discuss any and all specifics regarding your requested music selections, including your "DO NOT PLAY" list, with me.

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## 2 | M U S I C WEDDING CEREMONY SHEET

Ceremony Time: \_\_\_\_\_ Officiant: \_\_\_\_\_

*Pre-ceremony Music* \_\_\_\_\_ (Background Music Style)

### **PROCESSIONAL MUSIC**

*Seating of Mothers*  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Groom/Best Man/Officiant  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Wedding Party Processional:  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Brides Processional:  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Music during the ceremony (for a sand ceremony, unity candle, etc.):  No  Yes Song

(Title/Artist) \_\_\_\_\_  Melissa's Choice

Will there be any special readings during the ceremony?  Yes  No

If yes, will you want music in the background?  Yes  No

**Recessional Music:**

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Please share any details regarding your ceremony I will need to know (i.e. length of ceremony, specific religious traditions, number of readings, additional singers/soloists etc).

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Aren't sure what to play during your ceremony? I can provide, via consultation, a suggested list of music to choose from according to the theme of your wedding. Just let me know!

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**3 | M U S I C WEDDING RECEPTION**

This music worksheet follows a traditional wedding timeline. Should you want to vary this program, please note and discuss during consultation.

Soft Contemporary (includes pop, rock, & country)  Jazz  Light Classic Pop/Rock  Melissa's Choice

WEDDING PARTY ARRIVAL AND INTRODUCTION Song(s):

(Title/Artist) \_\_\_\_\_

Please list names in order of introduction: (Please write N/A next lines that don't apply to you.)

1. Parents (A) \_\_\_\_\_

1. Parents (B) \_\_\_\_\_

2. Flower Girl(s) \_\_\_\_\_

2. Ring Bearer(s) \_\_\_\_\_

3. Bridesmaid \_\_\_\_\_ 3. Groomsman \_\_\_\_\_

4. Bridesmaid \_\_\_\_\_ 4. Groomsman \_\_\_\_\_  
 5. Bridesmaid \_\_\_\_\_ 5. Groomsman \_\_\_\_\_  
 6. Bridesmaid \_\_\_\_\_ 6. Groomsman \_\_\_\_\_  
 7. Bridesmaid \_\_\_\_\_ 7. Groomsman \_\_\_\_\_  
 8. Bridesmaid \_\_\_\_\_ 8. Groomsman \_\_\_\_\_  
 9. Bridesmaid \_\_\_\_\_ 9. Groomsman \_\_\_\_\_  
 10. Bridesmaid \_\_\_\_\_ 10. Groomsman \_\_\_\_\_  
 11. Maid/Matron of Honor \_\_\_\_\_ 11. Best Man \_\_\_\_\_

Bride and Groom announced as:

\_\_\_\_\_

Bride and Groom First dance?  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

**4 | M U S I C INTRODUCTION CONTINUED**

Will there be a Welcome Speech  No  Yes, Given By \_\_\_\_\_

Will there be a blessing?  No  Yes, Given By \_\_\_\_\_

DINNER SERVICE If you have a buffet dinner I will release the tables, starting with the head & family tables and working their way around to the rest of the room. Music during dinner is a continuation of Cocktail Hour Music. FORMAL TOASTS Formal toasts take place after dinner. Traditionally the Best Man, Maid of Honor, and Father of the bride give toasts, but you are welcome to choose whomever you want. We recommend limiting formal toasts to three people.

Name(s) in Preferred Order:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ Additional  
 \_\_\_\_\_

Do you want the Melissa to invite your guests to make a toast? (Open Mic)  No  Yes

WEDDING RECEPTION Will there be a Photo Montage (Slide Show):  No  Yes

If yes, Name of person(s) setting up \_\_\_\_\_

When will the Photo Montage be played? \_\_\_\_\_

Do you want to do any specialty games, songs, etc.?  No  Yes

If yes, who will MC the games, songs, etc.?  Melissa  Other \_\_\_\_\_

Please describe what games, songs etc. you want \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be any outside entertainers or musicians during the Reception?  No  Yes

If yes, Will they need additional Microphones or equipment?  No  Yes

**5 | M U S I C WEDDING RECEPTION** The following are wedding reception traditions that typically have a special song. This is your wedding so it is up to you which traditions you want and which you want to skip.

Father/Daughter dance  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Mother/Son dance  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Bridal Party Dance  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Cake Cutting?  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Thank You Toast? (Given By Wedding Couple)  No  Yes

Bouquet Toss  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Garter Toss  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Money Dance  No  Yes (choose 1-3 songs)

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

Last Dance?  No  Yes

Song (Title/Artist) \_\_\_\_\_  Melissa's Choice

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**6 | M U S I C MUSIC SERVICES**

Below is a list of music categories. Indicate genres you would like played by checking the applicable box(es). If you do not want one or more of the categories, please cross it off.  FULL VARIETY •  OLDIES 50'S-60'S •  MOTOWN/FUNK/SOUL •  80'S  90'S  COUNTRY/BLEUGRASS •  CLASSIC ROCK •  CURRENT HITS (2000s-Today) •  JAZZ •  WORSHIP  
Requested songs (Title/Artist):

- |           |           |
|-----------|-----------|
| 1. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

**!!! DO NOT PLAY LIST !!! Please list any particular artist or songs you DO NOT want to be played:**

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Please note any other information pertaining to Music services that may not have been covered in this questionnaire that you are planning on incorporating into your special event:

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Our mission is to allow you and your party to relax and enjoy this special occasion. The information you give us will be our guideline. When a change in timing is dictated by unforeseen circumstances, please be assured we will accommodate accordingly. Now sit back and relax and enjoy your special day!

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