

# ALLA BREVE INFORMATION CHECKLIST

Please supply all relevant information below and return the form to us at least two weeks before your event date.

Client Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Primary Phone: \_\_\_\_\_

Location: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Room(s): \_\_\_\_\_

Email: \_\_\_\_\_

Music Start: \_\_\_\_\_

Bride: \_\_\_\_\_

Ceremony Start: \_\_\_\_\_

Groom: \_\_\_\_\_

**\* Who will be our primary contact on the day of the wedding in the event we need to reach someone?**

Name/Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Officiant: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Function Manager (name/phone) : \_\_\_\_\_

Wedding Planner: \_\_\_\_\_ Other Contact: \_\_\_\_\_

## Preferred Attire: (check one)

- Tux
- Suit & Tie
- Business Casual
- Other: \_\_\_\_\_

## Parking Arrangements: (check one)

- Free/Ample
- Lot / Reimburse In Advance with contract payment
- Lot / Covered In Advance
- Valet
- Other : \_\_\_\_\_

Are we playing outside?    **Y**        **N**

Is there access to electricity?    **Y**        **N**

*Please remember to arrange for / provide 2 armless chairs. Thank You!*

## Options

- Extra Mic? (\$50 fee applies)
- Special song(s) requested? (fee may apply)

If so, specify: \_\_\_\_\_

- Accompany a singer?                      If yes, Name of Singer: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Song(s): \_\_\_\_\_

We offer a same-day "run through" rehearsal just prior to the ceremony free of charge. For an extra fee, we will meet with your singer for a separate more extensive rehearsal here at our home (\$50/half hour, \$75 per hour).

Separate rehearsal required?