



Wedding Ceremony Detail and Itinerary Sheet

In order to assure that your wedding ceremony will flow smoothly, please take some time to fill out this detail and itinerary sheet and return to Class Acts Columbus **no later than thirty days** prior to your wedding date. If you need any assistance with this form please see the tips below or don't hesitate to call and talk to your agent.

If you are working with a wedding consultant or event planner who will also be planning an itinerary feel free to send a copy of that instead or put them in contact with your agent.

Tips for filling out this form:

Below are some tips and explanations for filling out this form. In all cases we have listed traditional items, activities, orders, etc., however every wedding ceremony is different. Please feel free to alter these traditions any way you see fit, do not feel bound by the form. In some cases we may make suggestions based on our experience but the final decisions are always yours. Please discuss any questions or concerns you may have with your Class Acts Columbus agent.

People involved

Primary contact at the ceremony: Often (but not always) the same as the person hiring the entertainment. At a ceremony entertainers are often given conflicting instructions by different people. Please let us know one person whom they should answer to or to whom they should go for instructions.

Venue

Venue address: Please include directions if a residence or out of the greater Columbus area

Outdoor ceremonies: Please make provisions for shade and/or shelter for musicians. Excess sun, heat, cold, wind, rain, mist, wet grass and lightning can pose serious problems to instruments and/or render performance impossible. Acceptable temperature for outdoor performances is between 65° and 92° F. It is recommended that an alternate indoor location for the ceremony be arranged for well in advance in case of inclement weather conditions.

Entertainer

Entertainer start time: Traditionally the ceremony musicians begin prelude music one half (1/2) hour prior to the start of the ceremony.

Entertainer end time: From prelude (as your guests are being seated), to postlude (as your guests are being dismissed) is usually approximately 75 to 90 minutes in length.

Musicians other than from Class Acts: If another entertainer will be performing at your ceremony in addition to the entertainers arranged through Class Acts please provide their name and phone number as well as a brief description of their part in the ceremony (i.e. vocalist, organist). Your agent may wish to contact this entertainer to discuss musical responsibilities.

Music

Prelude: The prelude music is background music prior to the ceremony as the guests are being seated. Feel free to indicate specific songs you would like played or you may opt to leave the selections up to the entertainer. Our ceremony entertainers perform hundreds of ceremonies each year and are experienced at making appropriate music choices.

Processional: This is the music played while key members of the ceremony (mothers, attendants, bride) process down the aisle. It is recommended that you have someone assigned to signal the musicians when you are ready to begin the processional. Wait for the music to begin before proceeding down the aisle. In most weddings, the seating of the mothers indicates the beginning of the processional and no more guests are to be seated. Typically the groom's parents are seated first, followed by bride's mother. If an aisle runner is used it is normally unrolled by the ushers after the seating of the mothers. Clergy, groom and groomsmen enter followed by bride's attendants. Any flower girls/ring bearer immediately proceed the bride. The bride should wait for all attendants to be in place and the change of music before making her entrance.

Service: This is a listing of the traditional order of events during the ceremony. Please feel free to cross out or add anything specific to your ceremony.

Recessional: This is the music played as the bride and groom and the entire wedding party exit. Be sure the musicians know the final cue to begin the recessional (i.e. kiss and run, introduction as Mr. and Mrs., etc.)

Postlude: Similar to the prelude, the postlude is to serve as background music as the guests are being dismissed.



Wedding Ceremony Detail and Itinerary Sheet

Date of ceremony: _____

People involved

Class Acts Columbus agent name: Paul Tammy Lisa

Bride name: _____

Groom name: _____

Person hiring the entertainment: _____

Relationship to bride / groom: _____

Phone: _____

Primary contact at the ceremony: _____

Consultant / planner (if any): _____

Phone: _____

Venue

Venue: _____

Venue address: _____

Venue phone: _____

Venue contact person: _____

Outdoor wedding? *Yes No*

If yes, alternate inclement weather location: _____

Entertainer

Entertainer: _____

Entertainer start time: _____

Entertainer end time: _____

Musicians other than from Class Acts: _____

Will an aisle runner be used? *Yes No* If yes, when will it be rolled out? _____

Music

Prelude: _____

Processional:

Mother's Music _____ # of Mothers being seated _____

Attendant's Music _____ # of Bride's attendants _____

Bride's Music _____ # of Children (flower/ring) _____

Service:

Readings

Minister's Message

Marriage Rite

Vows

Exchange of Rings

Candle Ceremony _____

Prayers

Final Blessing

Presentation of the couple

Other: _____

Recessional _____

Postlude _____

How will guests be dismissed? *By ushers By Bride & Groom Receiving Line*

Number of guests expected? _____

Additional music during the service _____

Songs you Do Not want played _____