



49 E. MIDLAND AVE., PARAMUS, NJ 07652  
TEL: 201-265-9060 • FAX: 201-265-9067

7 LITTELL ROAD, EAST HANOVER NJ 07936  
TEL: 973-560-9560 • FAX: 973-560-9529

Please Mail in or Fax these sheets to our office No later than 2 weeks prior to event date  
For events at locations other than our studios, fax sheets to the Paramus location at 201-265-6067

## Event Information Sheet

Client Name \_\_\_\_\_ Party Date \_\_\_\_\_ Event Times \_\_\_\_\_

Type of Affair:  Wedding  \_\_\_\_\_ Anniversary  Engagement  Corporate Event  Picnic  
 \_\_\_\_\_ Surprise Birthday  \_\_\_\_\_ Birthday  School Dance  Prom  Sweet 16  
 Other \_\_\_\_\_

Number of Guests (Total) \_\_\_\_\_ Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_

Name of Event Site: \_\_\_\_\_

Address of Site \_\_\_\_\_

Phone Number of Site \_\_\_\_\_

Guest of Honor(s) Name(s) \_\_\_\_\_

Contact Person or Catering Manager \_\_\_\_\_

Does the Facility or Temple adhere to the rules of Shabbos/Shabbat?  Yes  No

If Yes, What time can we get in to start setting up? \_\_\_\_\_

Are you having a cocktail hour?  Yes  No

Is cocktail hour in the same room as the main reception?  Yes  No

Is cocktail hour directly outside the main reception room?  Yes  No

Are the children in the same room as the adults for cocktail hour?  Yes  No

Type of Crowd/Guests:  Non-Religious  Conservative  Orthodox  Modern/Orthodox  Mixed  Kids Only  
 Other \_\_\_\_\_

Is mixed dancing allowed for adults? (couples dancing)  Yes  No

Is mixed dancing allowed for children? (couples dancing)  Yes  No

Style of Dress for Guests:  Black Tie  Formal  Semi-Formal  Cocktail/Club Attire  
 Kids Party (Dressed Up)  Kids Party (Dressed Down - Jeans & Sneakers)  Other \_\_\_\_\_

Style of Dress for Entertainers: (check off your preferences)

DJs/MCs:  Tuxedo/Formal  Semi-Formal  Club Attire  All In Black  Casual (Dress Slacks and Dress Shirt)  
 Casual (Jeans/Shorts)  Other \_\_\_\_\_

Dancers:  Fun/Club Attire  All In Black  Costumes

Other \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE:** All requests on these sheets are subject to availability or change. Request sheets are used as a guide for performers and they will try to get to as many as requests as possible, while also using they're judgement of what will work according to the flow of the event. We do not guarantee that all requests will be adhered to.



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## Wedding Formality Sheet

Client Name \_\_\_\_\_ Party Date \_\_\_\_\_ Event Times \_\_\_\_\_

CHECK OFF AND FILL IN ANY APPLICABLE FORMALITIES BELOW.

Brides Parents (Introduce: at table or entrance to room) \_\_\_\_\_

Grooms Parents (Introduce: at table or entrance to room) \_\_\_\_\_

**WEDDING PARTY**

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Bridesmaid \_\_\_\_\_ Escorted By \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Maid of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

And now we would like to introduce to you for the first time as Husband and Wife...

(Names) \_\_\_\_\_

The couple has chosen for their first dance as...

(Song) \_\_\_\_\_

Bridal Party to Join in 1/2 way thru?     Yes     No

Father/Daughter Dance (who) \_\_\_\_\_ Song \_\_\_\_\_

Mother/Son Dance Dance (who) \_\_\_\_\_ Song \_\_\_\_\_

SPEECH/TOAST GIVEN BY \_\_\_\_\_

BLESSING/MOTZIE GIVEN BY \_\_\_\_\_

CAKE CUTTING CEREMONY     BOUQUET TOSS     QUARTER TOSS     GIVE AWAY CENTERPEICES

Other Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

