



7 LITTELL ROAD,
EAST HANOVER NJ 07936
973.560-9560



49 E. MIDLAND AVE., SUITE 6
PARAMUS, NJ 07652
201-265-9060



1380 SUSSEX TURNPIKE
RANDOLPH, NJ 07869
855.683.4275



FOR OFF SITE EVENTS
800.287.4613

Please Email or Fax these sheets to our office 2 weeks prior to event date • Email: PowerhouseEnt@comcast.net • Fax: 201.265-9067

Client Name _____ Party Date _____ Event Times _____

Wedding Event Information Sheet

Number of Guests (Total) _____ Number of Adults _____ *(For Catering Count, Adults are age 16 & up)*

Number of Children/Teens (age 6-15) _____ Number of Children (age 5 and under) _____

Event Site: Ultra Lounge @ PHS - E. Hanover Hollywood Ballroom @ PHS - Paramus Vegas NJ - Randolph

Off Site Event *(If not at on of our locations)* _____

Address of Off Site Event: _____

Are you having a cocktail hour Yes No - or - 1/2 hour? Yes No

Is Cocktail Hour in the same room as the reception? Yes No

Style of Dress for Guests Black Tie Formal Semi Formal Cocktail Attire Other: _____

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

DJs/MCs: Tuxedo/Formal Semi-Formal Casual (Dress Slacks & Dress Shirt) All Black

Other _____

Denomination of Ceremony: Christian/Catholic Jewish NON Denominational Secular (non Religious)

Other _____

Notes: _____

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 *(Page 1 of 2)*

THE INTRODUCTIONS

BRIDE'S PARENTS: MR. & MRS. _____

or if coming in separately _____

OTHER: _____

GROOM'S PARENTS: MR. & MRS. _____

or if coming in separately _____

OTHER: _____

AND NOW OUR BRIDAL PARTY:

BRIDESMAID(S)

GROOMSMEN/USHERS

FLOWER GIRL _____

RING BEARER _____

MAID/MATRON OF HONOR _____

BEST MAN _____

OTHER _____

OTHER _____

OTHER _____

OTHER _____

OTHER _____

OTHER _____

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Wedding Formality Sheet *(Page 2 of 2)*

LADIES AND GENTLEMEN, PLEASE RISE...

AND NOW FOR THE FIRST TIME IN PUBLIC AS HUSBAND AND WIFE, WE ARE PLEASED TO PRESENT:

MR. & MRS. _____

THE BRIDE & GROOM HAVE CHOSEN FOR THEIR FIRST DANCE...

(Please list title & artist) _____

AT THIS TIME WE ASK THAT THE BRIDAL PARTY JOIN THE BRIDE & GROOM ON THE DANCE FLOOR.

PARENT DANCES: (CIRCLE ONE) YES NO

BRIDE DANCES WITH FATHER _____

SONG: (Please list title & artist) _____

GROOM DANCES WITH MOTHER: _____

SONG: (Please list title & artist) _____

LADIES AND GENTLEMEN, PLEASE RISE,

THE (INVOCATION OR BLESSING) WILL BE GIVEN BY _____

TOAST(S) GIVEN BY: _____

CAKE CUTTING CEREMONY: (CIRCLE ONE) YES NO

(If Yes - Please list song title & artist) _____

BOUQUET TOSS: (CIRCLE ONE) YES NO

(If Yes - Please list song title & artist) _____

GARTER TOSS: (CIRCLE ONE) YES NO

(If Yes - Please list song title & artist) _____

GIVE-A-WAY CENTERPIECES: (CIRCLE ONE) YES NO WHAT ARE THEY? _____

OTHER FORMALITIES: _____

SPECIAL ANNOUNCEMENTS: _____

OTHER NOTES, COMMENTS OR INSTRUCTIONS: _____

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