

MVSJ MUSIC PLANNER WORKSHEET

Please fill out the form below and **E-MAIL** back to info@montevistastrings.com with **your wedding date in the subject line no later than TWO WEEKS prior to your wedding date.**

I. GENERAL INFORMATION:

Name of Bride: _____

Phone Numbers: Home _____ Cell _____

Name on Contract (if other than bride): _____

Wedding Date: _____

Start Time for Musicians per CONTRACT: _____ Finish time: _____

Location of Ceremony (please include address): _____

Name of Coordinator or Cue Person for Wedding Day: _____

His/Her Phone Number: _____

II. MUSIC REQUESTS:

A. PRELUDE: Most wedding parties leave prelude music choices to MVS. We generally perform light classical music during this time. If you have a special request, please list it here we will do our best to honor it.

Please feel free to make detailed notes in margins. Also, please note any portions of ceremony for which you would like MVS to choose music.

B. PROCESSIONAL: (Please see "Suggested Repertoire" for assistance with music selection.)

1. MUSIC SELECTION for Mothers/ Grandmothers (one piece for all):

Total Number of Mothers/Grandmothers entering formally: _____

Will mothers light each side of unity candle before sitting down? **YES / NO**

Will officiant take his/her place in advance of mothers or just prior to bridal party entry?

2. MUSIC SELECTION for Groomsmen/Bridesmaids/Ring Bearer/ Flower Girl:

***Please note: For smaller weddings parties, we recommend only one piece to be performed for all of the above mentioned attendants, including parents, grandparents, bridesmaids, etc. This enhances flow by preventing too much stopping and starting between small groups of attendants. If you opt for us to perform separate music for the mothers and the bridal party, groomsmen may enter to either the mothers' music or the bridal party's music. Please indicate your preference here if applicable: _____

Number of Groomsmen (including Best Man): _____

Will groomsmen line up in advance or will they escort bridesmaids down the aisle?

Number of Bridesmaids (INCLUDING Maid of Honor): _____

Number of: Ring Bearers: _____

Flower Girls: _____

Any other attendants not already listed: _____

3. MUSIC SELECTION for BRIDE:

C. MUSIC DURING CEREMONY: Please choose **one piece** for each area that applies to your ceremony:

Unity Candle / Sand Ceremony:

Offertory / Presentation of Gifts (Catholic mass weddings):

Communion:

Flowers to Virgin Mary:

Liturgical Music For Catholic Mass Wedding:

Gospel Acclamation/Responsorial Psalm/Mass of Creation parts (Please specify per our suggested repertoire list if applicable. Special rules apply for Our Lady of Grace Catholic Church and Chapel of the Incarnate Word)

Other (Please specify) :

D. RECESSIONAL: Please choose one recessional piece.

Will the officiant's **final statement** before the recessional music be an introduction of the new bride and groom as Mr. And Mrs?? **YES/ NO.**

If no, what exactly will the final words be?

*****(This is important as the final statement cues musicians on when to start recessional.)*****

MUSIC SELECTION for RECESSIONAL:

*****REMINDER:** Any unpaid balance is due **not later than 10 days prior** to your wedding date. Payments postmarked later than this must include a \$25 late fee.

GRATUITIES are accepted and appreciated by musicians. If you choose to tip musicians, simply have someone approach the lead musician on the wedding day. ***

*****EXTRA TIME:** In the unlikely event that your ceremony runs past the contracted finish time, do you authorize all musicians in the group who are available to stay and perform overtime to do so, at the rate per musician per 15-minute segment stated at the bottom of your original contract agreement (no transaction fees will be incurred on credit card charges for overtime)? If yes, we must receive credit card info/authorization **no later than 2 weeks prior** to event date. Card will only be charged if ceremony exceeds contracted time (this is not common). Please indicate answer below:

_____ **YES**, I authorize overtime. I will provide credit card number, exp date, security code, and billing zip code on this form, via email, or over the phone.

_____ **NO**, I do not authorize overtime; musicians may leave discreetly at the contracted finish time regardless of whether the ceremony has concluded.

As always, please feel free to contact us with any questions or concerns you may have regarding music selection!

*****THANK YOU AND CONGRATULATIONS!!!*****