



(please replace this photo with a photo of you two)

# RiversideEntertainmentMN.com

Professional entertainment for any occasion

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## CONGRATS!

We know there are lots of details. This guide is where we get all of our details, so check that everything is here, even if you emailed us about something. Thanks, and have fun planning!

## THE ULTIMATE DANCE PARTY!

- Set the mood with lighting. We bring all the lights you need for the dance, and low lighting is crucial. Ask if your venue can fully turn lights off for the dance. It makes a huge difference!
- Band + Bar = Magic. Extra magic happens when the band and the bar are in the same room. Try to avoid multiple locations if possible.
- Keep transitions tight. Long speeches and delays can send the older generation home before we start. Keep a great flow with 2-4 speeches, then 10-15 minutes for dessert.
- Energy boosters. Designate friends to be dance captains! Provide glow sticks or light up glasses. Join the band & play our cowbell. If you stay on the dance floor, everyone else will too!

## ABOUT YOU:

1. What are your names?
2. What is the date of your wedding?
3. Which Band did you hire?

## THE VENUE:

4. What's the name and address?
5. Is there a venue coordinator (name/number)?
6. Where can we park? (We require validation per the contract)
7. Which room are we in?
8. What's the best way to load in equipment?
9. Is there a stage? (16x12, or 24x12 w/horns)
10. When can we set up? (2-3 hours)
11. Where can we store carts and cases?

## CEREMONY (ignore if we're not providing ceremony services)

12. What is the time and location?
13. Is there electricity nearby?
14. What are your microphone needs?
15. Pre-Ceremony Music:
16. Wedding Party song:
17. Processional (song for the bride):
18. Recessional (congrats!):

## SOCIAL HOUR:

19. What are the social hour times and location?
20. Will our sound system reach guests during social hour? (If so, we DJ for free)
21. When should we announce for guests to find their seats for dinner?

## DINNER:

22. What are the grand entrance details?

Time:

Song: TBD or Riverside's Choice

Names: 1. Wedding Party

2. Couple

23. Who will give the welcome and/or blessing? (wireless mic at head table)

24. Is the meal for guests plated, family style, or buffet?

25. What are the band meal details?

Time: ? (1 hour before the dance, which is when musicians arrive.)

Location: Green room?

Meal (7-10 meals): Vendor meals?

26. Who will be giving speeches? (This is usually done after the last guest has their meal)

1.

2.

3.

#### 4. Couple - thank you

27. Is there a dessert table, or will dessert be served?

### SPECIAL DANCES:

The band is happy to learn one song for you. This sometimes gets used for a 1st dance, Father/Daughter dance, or Mother/Son dance. Or we can DJ them and learn a song for later in the night. Whatever is best for you! Here are some suggestions we already perform:

**Riverside Hitmen/All-Stars:** All Your'n, At Last, Bless The Broken Road, Beyond, Can't Help Falling In Love, Days Like This, Father & Daughter, Forever Young, Humble & Kind, I Loved Her First, I Hope You Dance, If I Ain't Got You, Into The Mystic, Isn't She Lovely, Joy Of My Life, Let's Stay Together, Love Like This, Make You Feel My Love, My Girl, My Little Girl, My Wish, Never Grow Up, Perfect, Precious Love, Somewhere Over The Rainbow, Sweet Symphony, Tennessee Whiskey, Thinking Out Loud, Unchained Melody, Unforgettable, The Way You Look Tonight, What A Wonderful World, You Are The Best Thing, You Look Wonderful Tonight, You, You Got A Friend In Me, You're Still The One (Shania Twain), You'll Be In My Heart.

28. Special dances, song, and artist: [Songs via band or DJ? Shorten as needed.](#)

1st dance:

Father/Daughter:

Mother/Son:

29. Can we do our "group photo" after the special dances? [Yes](#)

### BAND:

30. What time is the band to perform? (up to 4 hours)

31. Any "must-play" songs for the band? (See [website](#) for song list - please pick up to 5)

[\\* We know what the band crushes, and what keeps people dancing! Let us know a handful of must-plays, and we'll take care of the rest. Thanks! \\*](#)

32. Any "do-not-play" songs for the band? (up to 5)

### DJ:

33. Any "must-play" requests for the DJ? (up to 10):

34. Any “do-not-play” requests for the DJ?

35. Any announcements for the DJ? (Bouquet toss, late night snacks, last call, etc.)

## Payment:

Please see your contract for pricing. Balance is due on the performance day by check (Kyle E Tennis LLC), Venmo (@Kyle-Tennis-1), or PayPal (Kyle@RiversideEntertainmentMN.com).

**\* If using Venmo or PayPal, please do not click “product or service“,  
otherwise we get charged 3%. Thanks! \***

36. Who will be providing the final check on the day of your event?

\$ Total (Band/DJ/EmCee/Sound/Lights)

\$500 Deposit Received

\$ Remaining Balance

## ADDITIONAL:

**Videographers:** Please let your videographer know we will provide them with high quality audio via XLR. We cannot attach their microphone to our microphone. We understand backups, but doing so can ironically cause dropouts, from multiple transmitters in close proximity, or from the speaker then holding a bulky microphone via the transmitter.

**Correspondence:** Feel free to email or call with questions! We like to firm up details one month in advance, but we’re happy to help anytime.

**Insurance:** On rare occasions, venues require a \$1,000,000 liability policy, which we have. Let us know and we’ll get the venue a certificate of insurance right away.

**Power:** We require a standard, grounded, 20 amp, 3-prong outlet for our electrical needs. We must have our own circuit, without anything else plugged into it.

**Setup:** It takes 3 hours to set up for the band and DJ. Our ceremony system takes 1 hour. Please allow 45 minutes for tear down at the end of the night.

**Staging:** We generally require a 16’ (wide) x 12’ (deep) rectangular space for the band. If we have the horn section it’s 24x12. Please contact us if the space for the band is smaller.