



(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, and we like to be very prepared. This planning guide helps us to get to know each other and stay organized. If details change, simply come back and update it! We get **ALL** of our details from this form, so make sure that everything is here, even if you emailed us about something. If you have any questions, feel free to call or text before 8pm, or email us 24/7. Thanks, and have fun planning!

Kyle Tennis and Riverside Entertainment

OUR VISION:

To unite all people through music.

OUR MISSION:

We bring people together, build community, and strengthen relationships through unforgettable music and entertainment experiences.

ABOUT YOU:

We'd love to get to know you!

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

THE VENUE:

4. What is the name and address of the venue?
5. Is there a venue coordinator we can talk with (name/number)?

BEFORE THE MUSIC (the venue can answer a lot of these):

6. Where can we park? (We require parking validation via the contract)
7. Which room are we in?
8. What's the best way to load in our equipment?
9. Is there a stage? (Not required)

10. Is there electricity nearby?
11. When can we set up? (We like to set up early!)
12. Is there a space to store our cases?
13. Does the venue allow fog machines?
14. We set up sound and lights before guests arrive. However, if the event is “out of town”, it adds hours to the work day of our keyboardist, drummer, and bassist. If your wedding is “out of town”, will they be able to quietly set up their instruments during social hour or dinner?

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

15. What is the time and location of the ceremony?
16. Is there electricity nearby?
17. Where would you like the musician/DJ to set up?
18. If we're providing sound, what are your microphone needs?
19. Pre-Ceremony Music:
20. Wedding Party song:
21. Processional (song for the bride):
22. Unity Candle (etc.) song:
23. Recessional (congrats!):

SOCIAL HOUR:

24. What are the social hour times and location?
25. Will the band's sound system be able to reach guests during social hour? (If so, we DJ classy jazz for free)

DINNER:

26. What song would you like for the grand entrance, and what are the first names of your wedding party?
Song:
Names:
27. After the grand entrance, will there be a welcome (often by a parent) and/or blessing of the meal? If so, by who?

28. What time are guests eating dinner?
29. Where and when will the band be eating? (We usually eat 30 minutes before performing)
30. What is the meal for the band? (Plated, Buffet, Vendor Meal, Jimmy Johns, Dominos? We have no food restrictions.)
31. Who will be giving speeches? (This is usually done after the last guest has their meal)
32. Is there a dessert table, or will dessert be served? (We like to make an announcement for this, and call the band up at this point to get ready)

BAND:

33. What time is the band to perform?
34. Any “must-play” songs for the band? (See website for song list - please pick up to 5)
35. Any “do-not-play” songs for the band? (up to 5)

SPECIAL DANCES:

The band is happy to learn one song request for you. This usually gets used for a “special dance”, such as the 1st dance, Father/Daughter dance, or Mother/Son dance, which is the traditional order. These dances are normally held after speeches and dessert, and general dancing follows immediately afterward.

Since every couple and family is different, please let us know what dances work best for you. Some decide to skip these dances entirely, or just have a first dance. Others have two dances (the first dance, then a combined father/daughter and mother/son dance). Some have all three traditional dances, and some add a fourth dance for a step-father, step-mother, etc. We’re flexible, but obviously need to know in advance. If you prefer to have these songs via DJ, we’re happy to do that as well. Here are some slow dance suggestions that the band already knows:

Riverside Swing Band: Unforgettable, The Way You Look Tonight, What A Wonderful Wonderful World, L.O.V.E., Can’t Help Falling In Love, Love Is Here To Stay, Memories Are Made Of This, At Last, Sea Of Love, You’re Nobody Til Somebody Loves You, Crazy (Patsy Cline), Moon River, Moonglow.

Riverside Hitmen/All-Stars: At Last, Unforgettable, Tennessee Whiskey, Perfect, You Are The Best Thing, The Way You Look Tonight, Let’s Stay Together, If I Ain’t Got You, Like I’m Gonna

Lose You, All Of Me (John Legend), Come Away With Me, Can't Help Falling In Love, Father & Daughter, Isn't She Lovely, Unchained Melody, You're Still The One (Shania Twain), Into The Mystic, Over The Rainbow, What A Wonderful World, Thinking Out Loud, You Look Wonderful Tonight, My Wish, Humble and Kind.

36. Please list the order of special dances you'd like, including the song choice and the names of those dancing: **1st dance:**

Father/Daughter:

Mother/Son:

37. Can we do our "group photo" after the special dances? (ask Kyle or Anthony) **Yes**

DJ:

38. Any "must-play" requests for the DJ?

39. Any "do-not-play" requests for the DJ?

40. Any announcements for the DJ? (Bouquet toss, garter toss, Late night pizza, no drinks on the dance floor, photo booth end time, shuttle to hotel, last call, etc.)

Payment:

Please refer to your contract for pricing and balance due. Balance is due the day of the performance by cash, check (payable to Kyle E Tennis LLC) or Venmo (@Kyle-Tennis-1).

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

\$ Total

\$500 Deposit Received

\$ Remaining Balance

ADDITIONAL:

Correspondence: Feel free to email, call, or text with any questions, whenever is convenient for you. We like to firm up details roughly one month in advance, but we're happy to work with you on details at any point in your planning process.

Insurance: On very rare occasions, venues require a \$1,000,000 insurance policy for a band and/or DJ, which we have. If the venue has additional insurance requirements, Riverside can obtain the necessary insurance, but the client is responsible for reimbursing Riverside (approximately \$75).



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 usually takes approximately 4 hours to set up our equipment for the band/DJ. Our ceremony sound system requires 1 hour to set up. Please allow 45 minutes for us to tear down at the end of the night.

Staging: We generally require a 16' (wide) x 12' (deep) space for the band, however, we're flexible. Please contact us if the space for the band is less than 16x12 (22x12 if adding the horn section).