



Reginald R. Woods President & CEO
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Welcome Package

CONTENTS

Frequently Asked Questions
Ceremony/Honor Dance Songs
Wedding Timeline
Wedding Formalities Form

Frequently Asked Questions

The Planning Process

Q: Who arranges the coordination and final details of my party?

A: Your Client Coordinator will be your main contact for all music coordination. Your Coordinator will answer your questions (offer recommendations when needed).

You'll use this form to list your ceremony songs, honor dances, toasts, etc. In order to help you with this process, we'll also send you a Ceremony and Honor Dance Song Suggestion List and a Band Song List.

Coordination is handled over the phone and through email correspondence. Your coordinator is responsible for all of the details of your party so please communicate all your requests to your coordinator to ensure that all your wishes are recorded properly.

Q: When should all paperwork be completed?

A: Your Music Prep Form should be completed and returned 4 - 6 weeks prior to your wedding. This way we can review and confirm the information well before your most important day.

Q: Will I speak with the band leader prior to the wedding?

A: Yes. Once your formalities package is finalized your coordinator will work with you to arrange your final meeting with your bandleader.

Q: Can I request songs?



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A: Yes. These songs are generally your Honor Dances (First Dance and/or Parent Dances). Our Bands rehearse weekly and they can learn 1 or 2 new songs (providing you supply us with a CD and sheet music at least 4 week before your wedding).

Q: **When is my final payment due?**

A: Balances *MUST* be received 21 days prior to your affair. Balances may be paid by personal check. Balances may *NOT* be paid by credit card. Any payment made less than 2 weeks (10 business days) *MUST* be Certified Check, Bank Check or Money Order. However, if personal check is still preferred, a credit card authorization form can be issued which will allow us to authorize payment while we await clearance on the personal check (at which time the authorization will be released).

The Band

Q: **Will we have to supply a sound system for the band?**

A: In most cases sound is included with the band. Where it may differ is on a travel wedding out of our area. Some venues in New York City will charge for dropping electricity, such as the Rainbow Room, and that charge is the client's responsibility. There are also will always use our own band's engineer. There are union house sound systems at some venues which handle the sound.

The Wedding Day

Q: **What time will the band arrive for my wedding?**

A: The band will arrive an hour prior to your wedding. The cocktail musicians will be there an hour before the cocktail hour begins, and the rest of the band an hour before the reception. If you require the band to arrive earlier than one hour (regardless of the circumstance), there is an "early set-up" fee that will be applied.

Q: **Am I responsible for providing the band with meals? Does the band take a break?**

A: The answer to both questions is yes. Depending on the needs of the catering house and the particular band, there may be variations related to continuous music or CD's played during dinner or the number of musicians playing background music.

Q: **How will the band dress?**

A: You may choose how you would like the band to be dressed. We offer the following attire options:

Formal-Black Tie: The females are in long gowns and the men are in black tuxes.

Chic-GQ: The females are in fashionable dress and the men are in GQ suits.

Casual-Club: A New York City style dress.

Q: **Where will the Band keep their belongings and cases for their instruments during the wedding?**



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A: A secure Green Room is very important for the band. It keeps their things safe and organized and it also gives them a place to eat and change their clothes if necessary.

Q: **Are gratuities expected and/or appropriate?**

A: Gratuities are appreciated; however the amount is entirely at your discretion. Generally, we recommend 10-15% of the entertainment price.

The Ceremony

Wedding Party Processionals

Trumpet Tune by Henry Purcell

One Hand, One Heart from West Side Story by Leonard Bernstein

Romanza from Eine Kleine Nachtmusik by Wolfgang Amadeus Mozart

Trumpet Voluntary by Jeremiah Clarke (Prince Of Denmark March)

Piano Concerto #22 from Elvira Madigan by Wolfgang Amadeus Mozart

Intermezzo from Cavalleria Rusticana by Pietro Mascagni

Largo from Concerto for two violins in D Minor by Johann Sebastian Bach

Jesus, Joy of Man's Desiring from Cantata #147 by Johann Sebastian Bach

Bride's Processionals

Canon In D by Johann Pachelbel (Pachelbel's Canon)

Theme from Ice Castles (Looking Through The Eyes Of Love)

Bridal Chorus from Lohengrin by Richard Wagner (Here Comes The Bride)

Arrival Of The Queen Of Sheba by George Frederic Handel

Air on the G String from Suite #3 in D Major by Johann Sebastian Bach

Spring from the Four Seasons by Vivaldi

Arioso from Cantata #156 by Johann Sebastian Bach

Sheep May Safely Graze by Johann Sebastian Bach

Recessionals

Ode To Joy by Ludwig Von Beethoven

Brandenburg Concerto #3 by Johann Sebastian Bach

Rondeau by Jean-Joseph Mouret (Theme from Masterpiece Theater)

Hornpipe from Water Music by George Frederic Handel



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Wedding March from A Midsummer Night's Dream by Felix Mendelssohn
La Rejouissance from Music For The Royal Fireworks by George Frederic Handel

March from Aida by Verdi

Traditional Jewish Ceremony Music

Erev Ba – Wedding Party Processional
Erev Shel Shoshanim – Wedding Party Processional
Dodi Li – Bridal Processional
Siman Tov & Mazal Tov – Recessional

Please be advised that all ceremony songs are interchangeable. The lists provided above have been arranged based on what is most commonly selected.

The Reception

The First Dance

A Kiss To Build A Dream On by Louis Armstrong

As by Stevie Wonder
At Last by Etta James
Beautiful In My Eyes by Joshua Kadison
Can't Help Falling In Love by Elvis Presley

Crazy love by Van Morrison

Everything by Michael Buble

Fields of Gold by Sting
Fly Me To The Moon by Frank Sinatra

For Once In My Life by Stevie Wonder

For The First Time by Kenny Loggins
How Sweet It Is To Be Loved By You by James Taylor

If I Ain't Got You by Alicia Keys

In Your Eyes by Peter Gabriel
Inseparable by Natalie Cole
It Had To Be You by Harry Connick, Jr.



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Just The Way You Look Tonight by Tony Bennett

Let's Stay Together by Al Green

L-O-V-E by Nat King Cole

Lovely Day by Bill Withers

My First, My Last, My Everything by Barry White

Our Love Is Here To Stay by George & Ira Gershwin

She's Got A Way by Billy Joel

Someone Like You by Van Morrison

Something by The Beatles

The Luckiest by Ben Folds

True Companion by Marc Cohn

Truly by Lionel Richie

When You Say Nothing At All by Alissa Krauss

You're The Inspiration by Chicago

Father and Daughter Dance

And I Love Her by John Lennon and Paul McCartney

Butterfly Kisses by Bob Carlisle

Daddy's Little Girl by The Mills Brothers

Daughters by John Mayer

Fathers Eyes by Amy Grant

I Loved Her First by Heartland

In My Daughter's Eyes by Martina McBride

In My Life by The Beatles

Isn't She Lovely by Stevie Wonder

Just The Way You Are by Billy Joel

Lullaby by Billy Joel

My Girl by The Temptations

My Wish by Rascal Flats

Times Of Your Life by Paul Anka

Wonderful Tonight by Eric Clapton

You Are The Sunshine Of My Life by Stevie Wonder

Your Song by Elton John



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Mother and Son Dance

Blessed by Elton John
First Time I Ever Saw Your Face by Roberta Flack
Have I Told You Lately by Rod Stewart/Van Morrison
In My Life by The Beatles
Sunrise, Sunset From "Fiddler On The Roof"
Through The Years by Kenny Rogers
Through The Years by Kenny Rogers
Unforgettable by Nat King Cole
What A Wonderful World by Louis Armstrong

Wedding Timeline

Ceremony

Music for Guests Entrance, Processionals and Recessional

Cocktails

One hour of continuous music featuring 1-3 musicians



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Opening of the Room	Room opens to Live Music which will set the tone of the night
Entrance	Bridal Party or Bride and Groom Only
1st Dance	Bride and Groom's First Dance.
Specialty Dances	Hora or Tarantella
Dance Set	Lively music to motivate all friends and family
Motzi/Blessing	For Jewish Weddings-Blessing of bread and/or wine. For Christian Weddings-Prayer before food.
First Course	Guests seated for 1st Course
Toast	Performed by somebody special
Dance Set	Lively music to motivate all friends and family
Main Course	Confer with Caterer to determine Timing in advance
Montage	Special Photos of Bride & Groom, Family and Friends
Honor Dances	Parent Dances
Dance Set	Lively music to motivate all friends and family
Cake Cutting	



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Bride and Groom cut cake

Groom throws Garter. Bride throws Bouquet.

For Jewish Weddings-Special song played for Parents when their last unmarried child is married

Serving of cake and other desserts

Band plays lively dance music

Guests Depart



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Date:
EC:

Name and Date Here
WEDDING MUSIC PREP FORM

In order to make your Wedding the best ever, we must gather as much detailed information from you as possible. It is important that you complete the form clearly.

PLEASE NOTE THAT NO CHANGES CAN BE MADE LESS THAN TWO WEEKS PRIOR TO THE WEDDING

Name of Band:		Bride's Cell Phone #:	
Day of Event:		Bride's Home Phone #:	
Date of Event:		Bride's Work #:	
# of Guests:		Groom's Cell Phone #:	
Bride's email:		Groom's Home Phone #:	
Groom's email:		Groom's Work #:	

Bride's name:		Venue:	
Groom's name:		Venue address:	
Bride's Parents:		(must include zip code)	
Groom's Parents:		Cross Streets:	
Catering Manager:		Venue Phone #:	
Outside Caterer:	Yes/No	Catering Manager Phone #:	

Please list start and end time:

Ceremony:	Room Name		# of musicians		Ceremony time:	
Cocktail:	Room Name		# of musicians		Cocktail time:	
Reception:	Room Name		# of musicians		Reception time:	

Will any of the above be held in the same room?	Yes/No
Will Ceremony be held Outdoors?	Yes/No
Will Ceremony be held under a Tent?	Yes/No

BM-Classical Musicians BM-Band



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CEREMONY

Musicians performing my ceremony have **NOT** been contracted with WWWM LLC Yes No
 Musicians performing my ceremony have been booked through WWWM LLC Yes No
 Musicians performing my ceremony are part of a classical ensemble Yes No

Ceremony Instrumentation:

	Song Name	Artist/Composer
Processional-Wedding Party:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Processional-Bride:	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>
Recessional	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

RECEPTION

For Grand Entrance, please check one (double click to enter check):

- Bride & Groom Only
 Bride, Groom & Parents
 Bride, Groom & Wedding Party
 Bride, Groom, Parents & Wedding Party

Introductions into Reception:

To be announced as

Bride's Parents:	<input style="width: 95%;" type="text"/>		
Groom's Parents:	<input style="width: 95%;" type="text"/>		
Bridesmaid & Usher:	<input style="width: 95%;" type="text"/>		
Bridesmaid & Usher:	<input style="width: 95%;" type="text"/>		
Bridesmaid & Usher:	<input style="width: 95%;" type="text"/>		
Bridesmaid & Usher:	<input style="width: 95%;" type="text"/>		
Bridesmaid & Usher:	<input style="width: 95%;" type="text"/>		
Flower Girl & Ring bearer:	<input style="width: 95%;" type="text"/>		
Best Man:	<input style="width: 95%;" type="text"/>		
Maid of Honor:	<input style="width: 95%;" type="text"/>	Matron of Honor:	<input style="width: 95%;" type="text"/>
Bride & Groom:	<input style="width: 95%;" type="text"/>		



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HONOR DANCES

	Song Name	Artist	Invite Guests to join
First Dance:			Yes/No
Father/Daughter:			Yes/No
Mother/Son:			Yes/No
Dance Lessons for First Dance:		Yes/No	

- Hora Yes No
 Hamotzi (Jewish Blessing) Yes No
 Mezinka (Last Jewish Child) Yes No

TOASTS AND SPEECHES

Blessing said by:	
Hamotzi said by:	
Welcome Toast said by:	
Toast by Maid/Matron of Honor:	
Toast by Best Man:	
Toast/Speech	
Toast/Speech	
Cake Cutting:	Instrumental of First Dance Song

Useful note: Toasts are estimated at 5 to 10 minutes per person. Please keep this in mind when determining the number of toasts/speeches to be made

- Bouquet Toss Yes No
 Garter Toss Yes No

Please check if applicable:

DJ

DJ Name	
DJ Phone#	



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MUSIC PREFERENCES

MUSICAL GENRE YOU PREFER: Check all that apply (double click to enter check):

- 60's 80's Disco Rock & Roll Top 40
 70's Motown R & B Latin

Musical genre you DO NOT want to hear:

Music genre you would like to hear:

Wedding Attire: Formal/Black Tie Chic/GQ Casual/Club Other

Please explain:

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Note: Caterer should provide a secure "Green Room" for the band- a room or area where band can leave personal belongings, cases, and change of outfit. Please make room available 2 hours before event start time until end of event. Hot meals and Beverages, Bottled Water (not carbonated) should also be provided for Band the bottled water is important for the Stage as the band is moving around a lot and prevent spilling. Band will break during dinner and speeches for short period playing current Jazz CD. If your affair is under a tent, it is still important that an area be provided to function as a "Green Room".

Travel: If your Wedding requires "out of area" travel by the band (more than 2 hours) and the band must book a bus or Air to the venue that arrives between 5 to 6 hours prior to event, client should also provide food (sandwiches, snacks, and Beverages) upon the Band's arrival at the venue.

Hotel: Have you booked discount hotel room rates for out of town guests? If so, please list the name and number of your hotel. It may be helpful for the band to book rooms in the same hotel.

Hotel Name:	
Hotel Phone Number:	



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Payment

Balances MUST be received **21 BUSINESS days** prior to your affair. Less than 21 BUSINESS days balances must be paid by Bank Check, Certified Check or Money Order. Balances may NOT be paid by credit card.

Please fill in:

Who is the contact responsible for payments?	

Gratuities:

Should you wish to give a gratuity for exceptional service and need guidance, please feel free to ask your Woody Woods Workin' Music contact. We ask that all gratuities be handed off to the onsite producer [Director of Live Music] for distribution. Thank you.

Notes: *This is for Information you need us to know and didn't know where to list it.*

FOR OFFICE USE ONLY

Venue Logistics:

Directions to Venue: