

The
Wedding
Guide

COWGER
ENTERTAINMENT GROUP

WWW.COWGERENTERTAINMENT.COM
FULLY LICENSED & INSURED

Welcome Services Vendors

Welcome to the Cowger Entertainment wedding guide book. We're a full service DJ and Lighting company serving the Eastern shore of MD, DE & VA. We provide sound, Disc Jockeys, masters of ceremonies (MC) and lighting for all types of occasions. We specialize in weddings and do several each year. We're licensed and insured and have a full staff of LGBT friendly DJ's with backup protocols to ensure your event is covered.

This book will explain several trends in the wedding industry as well as options we offer. Be sure to check out our reviews, read about our state of the art planning system and use the wedding planning check list among other things. We would be happy to have any questions you may have as well as discuss your wedding or special event.

AWARD WINNING DJs



Quality of Service ★★★★★ (5.0/5.0)
 Responsiveness ★★★★★ (5.0/5.0)
 Professionalism ★★★★★ (5.0/5.0)
 Value ★★★★★ (5.0/5.0)
 Flexibility ★★★★★ (5.0/5.0)



WEDDINGS

PARTIES

SPECIAL EVENTS

DJ & MC

LIGHTING

RENTALS

PHOTOBOOTHS

UP-LIGHTING

PINSPOTS

MONOGRAMS

VENUES:

Pocomoke Community Center.com
 Chincoteague Center.com

PHOTOGRAPHERS:

Rob Korb.com
 Andrew Nock Photography.com
 Katie Horseman.com

CAKES:

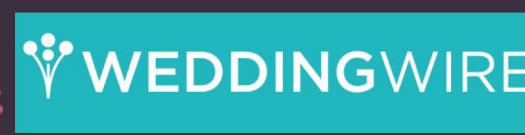
Cakeartmd.com

FLOWERS:

Enchanted Florist

CATERING:

Creative Catering by Carol.com
 Bill Seafood Restaurant.com



12 Month Wedding Planning Checklist

You've said yes to the big question, now what? If you're starting to become overwhelmed with the thought of planning your big day, sit down, take a deep breath and look over this 12-month planning guide. You'll see that planning a wedding is simply a matter of getting organized. You can do it!

11-12 MONTHS

- Officially announce your engagement.
- Your own personal wedding website is a great way to share the plans as they develop.
- Set a time and date for the wedding.
- Decide style of ceremony (size, setting, formality, etc.)
- Contact wedding a officiate.
- Arrange for your families to meet if they haven't met before.
- Develop a budget and decide who will pay for what.
- Begin compiling your guest list.
- Visit and reserve your reception site.

9-10 MONTHS

- Order your wedding gown and determine who will make any necessary alterations.
- Choose your wedding party.
- Decide on a color scheme.
- Find overnight accommodations for guests.
- Meet with and interview potential wedding professionals for your ceremony & reception, including videographers, photographers, florists, DJs & Musicians, caterers, and bakeries. Contracts should state wedding date, time, and location for each vendor, as well as the payment schedule.

7-8 MONTHS

- Start shopping for wedding rings.
- Decide on honeymoon plans and take care of any travel requirements such as passports.
- Decide on and order attendants gowns.
- Order invitations and other stationery needs including thank you cards & programs.
- Register for wedding gifts at select stores and online outlets.

5-6 MONTHS

- Let your out-of-town guests know the date so that they can make travel plans.
- Complete guest list.
- Shop for and taste test the wedding cake.
- Select & reserve attire for grooms party.
- Determine marriage license requirements for the state in which you are getting married. (In the US, contact the county clerks office; Abroad, contact your wedding coordinator)

3-4 MONTHS

- Finalize the menu with your caterer.
- Order wine, champagne, liquor, etc., if not included in the caterers service.
- Finalize flowers, including those needed for

the reception decorations.

- Order wedding favors.
- Order rings. Allow time for engraving.
- Begin working on vows, especially if you are writing your own.

2 MONTHS

- Finalize and book honeymoon.
- Mail out invitations.
- Do hair/make-up dry run, complete with your veil or headpiece.
- Book wedding day beauty appointments.
- Complete name change paperwork for bank accounts, insurance, etc.
- Finalize music play list.
- Finalize order of service & write wedding program.
- Touch base with your vendors to confirm date and times, etc. Get their cell phone number if you don't already have them.
- Book rehearsal dinner.
- Order wedding cake, if not ordered already.

1 MONTH BEFORE

- Order any rental items needed such as chairs, tents, lighting, if not included at wedding/reception sites.
- Purchase bridesmaid & groomsmen gifts.
- Schedule final fitting for wedding gown. Bring wedding shoes, veil, & proper lingerie.
- Purchase accessories: guest book & pen set, ring pillow, flower girl baskets, unity candle, etc.
- Arrange transportation needed for wedding party and out-of-town guests for the rehearsal and wedding day. Be sure to give the driver the addresses and schedules.

2-3 WEEKS

- Get marriage license. Call ahead to make sure you know what is required to bring.
- Organize any accessories needed such as

ring pillow, flower girl basket, garter, and "something old, new, borrowed, and blue."

- Contact guests who haven't sent in RSVPs so that you can give the caterer a final head count.
- Pick up wedding rings and check engraving before leaving the store. Store in a safe place!
- Confirm honeymoon hotel, airline reservations, and wedding night reservations, if not leaving until the next day.

1 WEEK

- Pack for honeymoon.
- Host attendants party and give out gifts along with a thoughtful thank you note to each bridesmaid.
- Make final payments to vendors.
- Put gratuities in envelopes and arrange for a friend distribute the envelopes on the big day.

1 DAY

- Take a long walk or schedule a massage to reduce stress. Gather your thoughts and mentally prepare yourself!
- Greet out-of-town guests.
- Make some time for each other to exchange gifts and a congratulatory kiss (or several)!
- Attend rehearsal and rehearsal dinner.
- Get in bed at a reasonable hour so that you'll look and feel your best for your wedding.

WEDDING DAY

- Awake early and eat a good breakfast.
- Go to beauty appointments.
- Arrive at wedding site early enough to dress and to visit with bridesmaids.
- Be sure to stay hydrated throughout the day, and keep some food in your stomach.
- Allow enough time for photography.
- Relax, smile, and enjoy your well-organized day!

WHO'S WHO & WHAT DO WE DO?

Maid/Matron of Honor:

Serves as the lead bridesmaid. The maid of honor (or matron of honor if she is married) is often the bride's best friend or sister.

DUTIES:

- Assist the bride as needed
- Helps Bride pick "The Dress"
- Host or co-host the bridal shower
- Plans the bachelorette party
- Holds the Grooms ring during the ceremony
- Gives a toast

Did you know? Maids of honor is a term for the junior attendants of a queen in royal households.

Bridesmaid:

The bridesmaids are often close friends or sisters of the bride.

DUTIES:

- Assist the bride as needed
- Purchases wedding outfit
- Helps with the bachelorette party
- Decorates the getaway vehicle.

Did you know? A male equivalent of a bridesmaid is a bridesman.

Flower Girl:

The flower girl is typically a member of the bride or groom's family or friends.

DUTIES:

- Walks before the bride during the processional with flowers.

Did you know? Often the ring bearer and flower girl are dressed to look like a couple.

Best Man:

The best man is the chief assistant to the groom. He is often the groom's oldest and best friend, or often a brother.

DUTIES:

- Assist the groom as needed
- Helps the groom choose wedding attire
- Plans the bachelor party
- Holds the Brides ring during the ceremony
- Pay/Tip the vendors
- Gives a toast

Did you know? The precursor to the groomsmen were known as bride-knights, and helped protect or kidnap the bride during ancient times.

Groomsmen:

The groomsmen are the attendants to the groom in a wedding ceremony.

DUTIES:

- Assist the groom as needed
- Purchases wedding outfit
- Helps with the bachelorette party
- Acts as an usher before the ceremony

Did you know? In military weddings groomsmen are often swordsmen of an honor guard.

Ring Bearer/Master:

The ring bearer is often a child of the family or friends of the wedding couple.

DUTIES:

- Precedes the flower girl in the processional carrying the wedding rings on a pillow

Did you know? Ring bearers are usually no younger than around five nor no older than ten.



Lindsey & Logan

RENTALS

Photo Booth

Our open air photo booth is 10'x7' allowing for several guests to get in on the fun! Photo booths include print strips with custom information, props and attendant.





LIGHTING

Lighting makes all the difference when it comes to special events. We offer state of the art lighting options at affordable prices. We don't charge by the fixture like some, we charge by the overall design to make sure your event looks amazing. Additional pictures of our lighting work are available on our website.

Pin Spots

Bring light to the special features of your wedding with pin spots! These are battery operated and generally mount magnetically on the ceiling. Commonly used to highlight aspects such as your cake or photos, pin spots will make the details of your wedding pop!

Up-Lighting

These lights are used to produce beams of light to match your colors and create a beautiful vibrant effect. These are wireless, battery powered lights placed around the room, sometimes on or under tables. Our up-lights also react to the beat of the music if desired!

Dance Lighting

Dance floor lighting adds colored lighting and designs to the dance floor that react to the beat of the music. This is a must for any dancing crowd!

Monograms

Custom monograms make any event special. Whether it's an elegant wedding, corporate event, or a party, we can design a custom monogram for you. Single colors to full color options are available. See our options on page 10.





MONOGRAM DESIGNS



WHAT TO ASK WHEN YOU BOOK YOUR DJ OR BAND

- Do you offer a written contract?
- Who will be the DJ at the wedding?
- Will you meet in person before signing a contract?
- How long will you hold our date for us?
- How much is it to secure the date?
- What is your music library like?
- What is your cancellation policy?
- Do you have insurance?
- What type of equipment does the DJ use and is there a contingency plan in case of failure?
- Do you offer upgrades such as dance lighting, up-lighting, monograms etc.?
- What is your overtime rate?
- Have you played at this venue before?
- Will you make all announcements & act as the MC?
- What is your comfort level with public speaking?
- What is your style?
- What do you do if no one is dancing?
- What is your request policy?
- Do you accept a play list?
- What is your employee alcohol/ tobacco policy?
- Does the DJ require a meal?
- Can you provide us with references & reviews?
- What will the DJ wear to our wedding?
- What time will our DJ arrive?
- Does the DJ take breaks?
- What happens if the DJ gets sick?
- How many weddings has the DJ done before?
- What sets you apart from your competitors?
- What is included in the price? Are there other fees?
- How many weddings do you do a year? Events?
- How do we plan and convey what music we want?
- Can we come watch you at another event?
- Does the DJ have a wireless microphone?
- What will the DJ or crew wear while setting up?
- Is there more than one event per day, per DJ?
- Does the DJ setup a sign or banner?
- Do you moderate the volume levels?
- Will you meet us again before the wedding?
- Is your company LGB Friendly?

The Right Song



DJ INTELLIGENCE® Weddings and events are all about the music! Sometimes picking special songs may prove to be difficult so we included the Top 10 requested songs by listed category as recorded by DJ Intelligence. A full list of requested songs are listed on our website. We're always available to discuss music options for your event and to make suggestions. We offer music from 1930 through today! All of our songs are "Radio Edit" and can be viewed on our website.

FIRST DANCE

- Thinking Out Loud (Sheeran, Ed)
- All Of Me (Legend, John)
- I Don't Dance (Brice, Lee)
- You Are The Best Thing (Lamontagne, Ray)
- A Thousand Years (Perri, Christina)
- At Last (James, Etta)
- Then (Paisley, Brad)
- Shut Up And Dance (Walk The Moon)
- Amazed (Lonestar)
- I Won't Give Up (Mraz, Jason)

BRIDAL PARTY INTRO

- Uptown Funk (Ronson, Mark & Bruno Mars)
- Happy (Williams, Pharrell)
- I Gotta Feeling (Black Eyed Peas)
- Marry You (Mars, Bruno)
- Best Day Of My Life (American Authors)
- Bring 'Em Out (T.I. Feat. Jay-Z)
- Shut Up And Dance (Walk The Moon)
- Forever (Brown, Chris)
- Celebration (Kool & The Gang)
- Turn Down For What (DJ Snake Feat. Lil Jon)

FATHER DAUGHTER DANCE

- I Loved Her First (Heartland)
- My Little Girl (Mcgraw, Tim)
- My Girl (Temptations)
- Butterfly Kisses (Carlisle, Bob)
- My Wish (Rascal Flatts)
- What A Wonderful World (Armstrong, Louis)
- Cinderella (Chapman, Steven Curtis)
- The Way You Look Tonight (Sinatra, Frank)
- Isn't She Lovely (Wonder, Stevie)
- In My Life (Beatles)
- In My Daughter's Eyes (McBride, Martina)

MOTHER SON DANCE

- My Wish (Rascal Flatts)
- What A Wonderful World (Armstrong, Louis)
- Simple Man (Lynyrd Skynyrd)
- A Song For Mama (Boyz II Men)
- I Hope You Dance (Womack, Lee Ann)
- In My Life (Beatles)
- Days Like This (Morrison, Van)
- Because You Loved Me (Theme From Up Close And Personal) (Dion, Celine)
- You'll Be In My Heart (Collins, Phil)
- Over The Rainbow (Kamakawiwo'ole, Israel)

BOUQUET TOSS

- Single Ladies (Put A Ring On It) (Beyonce)
- Dear Future Husband (Trainor, Meghan)
- Girls Just Want To Have Fun (Lauper, Cyndi)
- Where Them Girls At (Guetta, David Feat. Flo Rida & Nicki Minaj)
- Wannabe (Spice Girls)
- Move B***H (Ludacris Feat. Mystikal)
- Run The World (Girls) (Beyonce)
- Man! I Feel Like A Woman! (Twain, Shania)
- Hit Me With Your Best Shot (Benatar, Pat)
- It's Raining Men (Weather Girls)

GARTER TOSS

- Another One Bites The Dust (Queen)
- Let's Get It On (Gaye, Marvin)
- Pony (Ginuwine)
- Danger Zone (Loggins, Kenny)
- Hot In Herre (Nelly)
- Pour Some Sugar On Me (Def Leppard)
- Sharp Dressed Man (ZZ Top)
- Cherry Pie (Warrant)
- Theme From Mission: Impossible (Clayton, Adam & Larry Mullen)
- Sexyback (Timberlake, Justin)

"DJ Cowger was always so helpful and professional. He answered all questions quickly. The day of the event he had everyone up on the dance floor having a great time and the lights really made the room come alive. We can't say enough great things about Travis! We highly recommend him!"

- Sarah

"Cowger Entertainment was great to work with, we were very satisfied. Their professionalism and use of lighting was on point!"

- Chad

"Hands down the best in the industry on the Eastern Shore."

- Rantz

"We were so happy with our DJ. Great communication, user friendly website. My guests were entertained all night! Highly recommend their services!"

- Jennifer

**Check out more reviews at
WeddingWire.com/CowgerEntertainment
An independent 3rd party company with impartial reviews.**

DIGITAL PLANNING:

- Custom Planning Forms
- Correspondence Tracking
- Count Down Timer
- Online Payments
- Timeline Creator
- Build A Play List
- And More!

We offer a state of the art planning system for our clients. All of our correspondence are handled online, even the contract! Once you book you will be assigned a username and password to access the custom planning area. There you will find a countdown timer until your event, a summary of what is included, the assigned DJ, contact options, event times and our custom planning forms. Our wedding planning form gives us all the info we need for your event. You can also build a "Play" or "Do Not Play List" of music.

PLANNING RESOURCES

Oh My!

Stay one satin-shod step ahead of any wedding day mishaps by stocking an emergency kit with the items shown here. Keep it close at hand throughout your ceremony and reception, and you're sure to get hitched without a hitch!

FOR TOUCH-UPS

- Blotting papers
- Cotton swabs
- Tweezers
- Emery board
- Lip balm
- Tissues
- Hand lotion
- Bobby pins
- Comb
- Lipstick
- Powder
- Small mirror
- Nail polish in your shade
- Hair spray
- Makeup
- Lint roller
- Paper clips
- Superglue
- Q-tips

CLOTHING

- Sewing kit
- Bra tape
- Scissors
- Stick-on instant hemming tape
- Clear nail polish (for runs)
- White chalk (for masking stains)
- Extra pantyhose

FROM THE DRUGSTORE

- Breath mints
- Band-aids
- Blister protection
- Antacid
- Pain reliever
- Feminine Products
- A sweet snack
- Water bottles

COWGER ENTERTAINMENT GROUP



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