



WEDDING PLANNER

General Information

Groom's Name: _____ Bride's Name: _____

Event Date: ____/____/____ Event Time: ____:____ (AM / PM) Number of Guests: _____

Wedding Ceremony – Venue Name: _____

Ceremony Address: _____

Ceremony Coordinator: _____ Contact Number: _____

Wedding Reception – Venue Name: _____

Reception Address: _____

Ceremony Start Time: ____:____ (AM / PM) Are we providing ceremony music? (Yes / No)

Reception Start Time: ____:____ (AM / PM) Are we providing reception music? (Yes / No)

Are what time can we gain access to the Ceremony Venue? ____:____ (AM / PM)

Are what time can we gain access to the Reception Venue? ____:____ (AM / PM)

How would you like your DJ attired?

_____ Formal (Tuxedo)

_____ Semi Formal (Suit)

_____ Casual

Ceremony

Do you need your DJ to play music 30 minutes prior to ceremony while guests arrive? (Yes / No)

Bridal Party and Family Ceremony Entrance Song (Processional):

Bride Ceremony Entrance Song:

Sand Ceremony / Wine Ceremony / Unity Candle Lighting Ceremony Song:

Ceremony Exit Song (Recessional):

Cocktail Hour

Which type of music would you prefer to be played during the Cocktail Hour of the reception?

___ Contemporary Jazz ___ Swing/Jazz Standards ___ Love Songs ___ Classical

Announce that guests can request songs? (Yes / No)

Announce for guests to get picture taken in photo booth? (Yes / No)

Announce for guests to sign guest book or picture frame? (Yes / No)

Bridal Party Introduction (Order is typically the same as processional at ceremony)

Bridal Party Arrival Time: _____:_____ (AM / PM) Introduction Song: _____

Flower Girl: _____ Ring Bearer: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Maid / Matron Of Honor: _____ Best Man: _____

Announcing of the Bride and Groom Introduction Song: _____

“Ladies and Gentleman, it is my pleasure to introduce you to the new:
Mr. & Mrs”

_____”

Dinner

Approximated Time: _____:_____ (AM / PM)

Dinner Style: _____

Plated _____

Buffet _____

Hors d'oeuvres _____

First Dance of Bride and Groom Song: _____

Bride and Father Dance Song: _____

Groom and Mother Dance Song: _____

Additional Dances? (Yes / No) Anniversary Dance? (Yes / No) Dollar Dance? (Yes / No)

Garter Removal Ceremony Song: _____

Garter Toss Song:

Bouquet Toss Song: _____

Garter Toss and Bouquet Toss Winner's Ceremony Song: _____

Cake Cutting

Cake Cutting Song: _____

Last Call

Reception End Time: _____:_____ (AM / PM) Last Song of the
Night: _____

Announce Late Night Snack? (Yes / No) Time _____:_____ (AM / PM)

Announce 15 Minute Warning for Photo Booth? (Yes / No) Time _____:_____ (AM / PM)

Announce Shuttle Times? (Yes / No) Time _____:_____ (AM / PM)

Announce Last Call for Alcohol? (Yes / No) Time ____:____ (AM / PM)

Song Requests: Please circle the genres of music that you would like played.

Is it okay to take song requests from the guests? (Yes / No)

If a song is killing the dance floor, can the DJ fade out the song, even if it is a request from the guest? (Yes / No) From your playlist as well? (Yes / No)

Primary Song Requests

Do Not Play Songs

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

5. _____ 5. _____

6. _____ 6. _____

7. _____ 7. _____

8. _____ Only By Request Songs

9. _____ 1. _____

10. _____ 2. _____

11. _____ 3. _____

12. _____ 4. _____