



Wedding Planner Sheet

Bride: _____ Groom : _____
Bride's Parents: _____
Groom's Parents: _____
Best Man: _____ Maid of Honor: _____
Date of Event: _____ Location Name: _____
Location Address: _____
Setup Time: _____ Music Start Time: _____ Music End Time: _____
Officiant: _____ Phone #: _____
Designated Coordinator: _____ Phone #: _____
Contact for venue: _____ Phone #: _____
Contact for caterer: _____ Phone #: _____
Contact for photographer: _____ Phone #: _____
Emergency Contact Number(s): _____
Email Address(es): _____

Please include general or specific song information, if not a timeline on the lines below – crossing off things you don't want to do.

CEREMONY MUSIC / TIMELINE

Prelude _____
Seating of the Mothers/Family/Bridesmaids _____
Processional (Bride's entrance) _____
Lighting of the Unity Candle / Other (optional) _____
Recessional _____

RECEPTION MUSIC / TIMELINE

Music Prior to reception _____
Grand Entrance (Write how you want to be announced) _____
Meal _____
Toast (1. Close to mouth 2. Away from Speakers) _____
Cutting of the Cake _____
Formal Dances - *(see next page)*
Opening of the Dance floor to guests _____
Bouquet Toss / Garter Toss (optional) _____
Kissing Game (optional) _____
Shoe Game (optional) _____
Departure/Last Dance _____
Other _____

FORMAL DANCE DETAILS

Formal Dances:

- First Dance.** Bride & Groom's First Dance _____
- Second Dance.** Father & Daughter Dance _____
- Third Dance.** Mother & Son Dance _____
- Fourth Dance.** Money Dance _____
- Fifth Dance.** Anniversary Countdown Dance _____

GENERAL MUSIC REQUIREMENTS

(Please indicate what genres of music you REQUIRE, ACCEPT and DON'T ACCEPT)

- | | | |
|---|---|---|
| <input type="checkbox"/> Swing / Big Band | <input type="checkbox"/> 80's New Wave | <input type="checkbox"/> Old Country |
| <input type="checkbox"/> Salsa / Latin | <input type="checkbox"/> 80's Dance | <input type="checkbox"/> New Country |
| <input type="checkbox"/> 50's Rock | <input type="checkbox"/> 90's Rock/Grunge/Alt. | <input type="checkbox"/> Classical |
| <input type="checkbox"/> 60's Rock | <input type="checkbox"/> 90's Dance | <input type="checkbox"/> Rhythm & Blues |
| <input type="checkbox"/> 70's Rock | <input type="checkbox"/> House / Trance / Techno | <input type="checkbox"/> Hip Hop |
| <input type="checkbox"/> 70's Disco | <input type="checkbox"/> Reggae | <input type="checkbox"/> Rap (Lyrics?) |
| <input type="checkbox"/> 80's Rock | <input type="checkbox"/> Ska / Dance Hall | <input type="checkbox"/> Jazz |
| <input type="checkbox"/> 80's Love Songs | <input type="checkbox"/> Classics (Sinatra, etc.) | <input type="checkbox"/> Newest Top 40 Hits |

Specific songs or artists you **DO** want played (attach list or write on the back if necessary):

Specific songs or artists you **DO NOT** want played (or people you don't want making requests):

Give us an idea of what you'll be expecting musically. What eras of music, what types, etc. Is there a certain flow you'd like to hear? Describe the mixing style and energy level you're expecting from your DJ, and how aggressive you'd like us on the microphone.

Are there any special activities planned that we should know about... a birthday surprise, special dance, anniversary, roast, or additional performers? The more we know, the better prepared we can be to do a good job for you.

DJ Attire: Casual/Jeans Business Casual Shirt/Tie/Slacks Suit Formal (tux) Other

Colors/Theme:

Do you have any other thoughts you'd like to convey or questions? Feel free to write them below or contact us anytime!