



Wedding Planner Sheet

Partner 1: _____ Partner 2 : _____
Honeymoon (location and timeframe): _____
Partner 1's Parents: _____
Partner 2's Parents: _____
Honor Attendant: _____ Attendant: _____
Date of Event: _____ Location Name: _____
Location Address: _____
Setup Time: _____ Music Start Time: _____ Ceremony Start Time: _____ Music End Time: _____
Officiant: _____ Phone #: _____
Designated Coordinator: _____ Phone #: _____
Contact for venue: _____ Phone #: _____
Contact for caterer: _____ Phone #: _____
Contact for photo: _____ Phone #: _____
Contact for video: _____ Phone #: _____
Emergency Contact: _____ Phone #: _____

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

CEREMONY MUSIC / TIMELINE

Prelude _____
Seating of Family/Wedding Party _____
Processional (Partner 1) _____
Processional (Partner 2) _____
Unity Ceremony / Special Moment (optional) _____
Recessional _____

RECEPTION MUSIC / TIMELINE

Music Prior to Reception (Cocktail Hour) _____
Grand Entrance (how you'd like to be announced) _____
Meal _____
Toast (Order of Speakers) _____
Cake Cutting _____
Bouquet Toss / Garter Toss (or alternative, if any) _____
Optional Filler Activity _____
Formal Dances:
☐ Couple's First Dance _____
☐ Parent / Child Dance _____
☐ Parent / Child Dance _____
☐ Anniversary or Special Group Dance _____
Opening of the Dance floor to guests _____
Last Dance/ Departure _____

GENERAL MUSIC REQUIREMENTS FOR DANCING

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

- | | | |
|--|--|--|
| <input type="checkbox"/> Jazz / Classics (Sinatra, etc.) | <input type="checkbox"/> 80's Pop / New Wave | <input type="checkbox"/> Adult Cont./Indie Rock |
| <input type="checkbox"/> Swing / Big Band | <input type="checkbox"/> 90's Pop / Dance | <input type="checkbox"/> Grunge / Alt. Rock / Punk |
| <input type="checkbox"/> Salsa / Latin / Reggaeton | <input type="checkbox"/> 2000's Top Hits | <input type="checkbox"/> Old Country |
| <input type="checkbox"/> 50's & 60's Rock / Oldies | <input type="checkbox"/> 2010's Top Hits | <input type="checkbox"/> New Country |
| <input type="checkbox"/> 60's & 70's Motown | <input type="checkbox"/> 2020's Top Hits | <input type="checkbox"/> R&B / Slow Jamz |
| <input type="checkbox"/> 70's Rock / Classic Rock | <input type="checkbox"/> House / EDM / Bass | <input type="checkbox"/> Hip Hop / Old School |
| <input type="checkbox"/> 70's Disco / Funk | <input type="checkbox"/> Remixes/Mash-Ups | <input type="checkbox"/> Rap (Explicit Lyrics) |
| <input type="checkbox"/> 80's Rock / Hair Bands | <input type="checkbox"/> Classic Love / Slow Songs | <input type="checkbox"/> Reggae / Beach Vibes |

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

{Please include some of your favorite bands, groups or artists you like or grew up listening to!}

Specific songs or artists you DO NOT want played at all at your event (or people you don't want making requests):

Please tell me what you'll be expecting of me as a DJ and MC. Is there a certain flow you'd like to hear? How about the mixing style and energy level you'd like me to help create throughout the event? Shall I include slow songs at all? Or keep the energy flowing once the dance floor is open? Tell me how active you'd like me to be on the microphone. Have any expectations for announcements, introductions, etc.?

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

Colors and/or Theme for Event:

DJ and Assistant Attire: Casual/Jeans Business Casual Shirt/Tie/Slacks Formal Other

Meal provided for DJ and Assistant: Yes No - Buffet Plated Vendor Meal

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