



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 DONT 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!