



Wedding Planning Form

Whenever possible, DJ would like a copy of the ceremony program to follow along, if we are providing ceremony sound reinforcement.

Bride's Name: _____ Bride's Email: _____

Groom's Name: _____ Groom's Email: _____

Bride's Phone: _____ Groom's Phone: _____

Wedding Date: _____ Location: _____

Ceremony General Information

Officiant

Officiant Name: _____ Officiant Phone: _____

Officiant Email Address: _____ Officiant Cell: _____

Officiant Arrival Time: _____

Musicians/Soloist

Musician/Soloist Name: _____ Musician's Phone: _____

Musician's Email: _____ Musician's Cell: _____

Musician's Arrival Time: _____

Ceremony Location

Ceremony Venue Name: _____

Venue Address: _____

Contact Person's Name: _____ Phone: _____

Setting: Indoors / Outdoors If Outside, is there a power source within 50'? Yes / No

Elevator: Yes / No Generator Needed: Yes / No

If indoor ceremony, room name?: _____

If indoor ceremony, which floor: Basement / 1st Floor / 2nd Floor / 3rd Floor / 4th Floor / 5th Floor / Other

Website with link for directions to ceremony?: _____

Earliest Setup Time: _____

Back up Venue Plan (In case of rain): _____

Pre-Ceremony/Prelude

Bride Arrival Time: _____ Groom Arrival Time: _____

Pre-Ceremony Music (30 minutes prior): Yes / No

Type of Music Desired: Classical / Piano / Love Songs / Traditional / Other

Requests: 1. _____

2. _____

3. _____

4. _____

5. _____

Other "Live" Music (I.E. harpist, pianist, strings, etc.): _____

A Note on Seating

First and Second Rows: Immediate Family, Parents, Siblings, Grandparents.

Third thru Fifth Rows: Aunts, Uncles, Cousins, and Godparents, Stepfamily, other Special Guests.

In Christian ceremonies, the bride's mother is always the last person to be seated (right after the groom's mother), signifying that the ceremony is about to begin.

Generally, in Christian ceremonies, the bride's family and guests sit on the left (when entering from the back) and groom's side takes over the right. Mixed marriage? Feel free to choose a system that works for you, or don't have a bride and groom side.

Traditionally, an usher offers his right arm to a female guest, while her male escort follows them down the aisle. If that seems too formal for your crowd, the ushers can merely greet guests at the door and say, "Please follow me" or "Hello, right this way". Plan to have one usher for every fifteen guests to keep things flowing. A groomsman can double as an usher to help out.

Ceremony Details

If the ceremony will be held in a Church, you will not typically need additional sound equipment or our microphones. However, if the ceremony will be held at any other location, for example at a country club, outdoors, at the beach, you may want us to provide a ceremony sound system and wireless microphones. This ensures that all your guests can hear your ceremony music as well as the ceremony itself. Even if you have live music at your ceremony it is a good idea to have microphones for the spoken portion of the ceremony.

Duration of Ceremony: _____ Ceremony Music: _____ Musician / DJ / Combination / N/A

Ceremony Start Time: _____

Prelude Music Type: Classical / Contemporary / Traditional / Piano / Love Songs / Other: _____

Mother of the Bride Seating Song: _____ Mother of the Groom Seating Song: _____

Bridesmaids Processional Song: _____

Bride's Processional Song: _____

If you are having a Unity Candle, the moms could continue up and light each taper candle. If choosing this option, don't have the officiant, groom & best man up front until they light the candles.

Light Unity Candle: Yes / No Candle Lighting Song: _____

Sand Ceremony: Yes / No Sand Ceremony Song: _____

Roses to Mothers: Yes / No Rose Ceremony Song: _____

Readers: Yes / No Who?: _____

Recessional

Recessional Music by DJ: Yes / No

Bride/Groom Recessional Song: _____

Guest Departure Music/Postlude: Yes / No

Guest Departure Music Type: Classical / Traditional / Contemporary / Love Songs / Other: _____

Announcement about Reception, Photographer Instructions, Etc.: Yes / No

Announced By: _____

Venue Information

Venue Name: _____ Venue Address: _____

Venue Contact Name: _____ Venue Contact Email: _____

Venue Contact Phone: _____

Vendor Contact Information

Photographer

Photographer's Name: _____ Photographer's Email: _____

Photographer's Phone: _____ Photographer's Website: _____

Videographer

Videographer's Name: _____ Videographer's Email: _____

Videographer's Phone: _____ Videographer's Website: _____

Event Planner/Coordinator

Event Planner's Name: _____ Event Planner's Email: _____

Event Planner's Phone: _____ Event Planner's Website: _____

Caterer

Caterer's Name: _____ Caterer's Email: _____

Caterer's Phone: _____ Caterer's Website: _____

Reception Timing/Logistic Information

What time will guests be arriving at the reception?: _____

What time will the bride/groom be arriving at the reception?: _____

How many guests are you expecting?: _____

Dynamics of Your Reception & Other Details

Are there any birthdays, dedications, or anniversaries? Yes / No

If yes, who? Song Title/Artist: _____

Centerpieces: (Flowers, etc. to be given away-announcement of closet birthday to wedding date, pass the salt shaker, other ideas?) _____

Cocktail Hour

Start Time: _____ End Time: _____

Will the cocktail hour be in the same room as the dinner reception?: Yes / No

If no, which room?: _____

What kinds of music would you prefer during cocktail hour?: _____

Dinner Hour

Start Time: _____ End Time: _____

What kinds of music would you prefer during dinner hour? _____

Bridal Party Information

Introduction Song 1 (Grandparents/Parents): _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

Parents of the Bride: _____

Parents of the Groom: _____

Please list the exact order of how you would like your bridal party to be introduced, starting with Ushers, then flowergirls/ringbearers (if applicable), then bridesmaids, and groomsmen. Each should be listed in couples format with first names only.

Introduction Song 2 (Bridal Party): _____

Bridesmaid 1: _____ Groomsman 1: _____

Bridesmaid 2: _____ Groomsman 2: _____

Bridesmaid 3: _____ Groomsman 3: _____

Bridesmaid 4: _____ Groomsman 4: _____

Bridesmaid 5: _____ Groomsman 5: _____

Bridesmaid 6: _____ Groomsman 6: _____

Bridesmaid 7: _____ Groomsman 7: _____

Bridesmaid 8: _____ Groomsman 8: _____

Bridesmaid 9: _____ Groomsman 9: _____

Bridesmaid 10: _____ Groomsman 10: _____

Jr. Bridesmaid 1: _____ Jr. Usher 1: _____

Jr. Bridesmaid 2: _____ Jr. Usher 2: _____

Flower Girl 1: _____ Ring Bearer 1: _____

Flower Girl 2: _____ Ring Bearer 2: _____

Maid of Honor: _____ Best Man 1: _____

Matron of Honor: _____ Best Man 2: _____

Introduction Song 3 (Bride/Groom): _____

Bride and Groom (How would you like to be introduced)?: _____

(Suggestions: Mr. & Mrs. John Doe, Mr. & Mrs. John & Jane Doe, John & Jane, John & Jane Doe?)

Will there be a prayer before dinner?: Yes / No If yes, who will give the prayer?: _____

Dinner Style: Sit Down (Plated) / Buffet / Family Style / Stations

Please specify below who will be giving a toast? (Suggested to do toasts, between salads/main course, after the last table is through the buffet, or once the last table has been served for family style)

Best Man: Yes / No Name: _____

Maid/Matron of honor: Yes / No Name: _____

Father of Bride: Yes / No Name: _____

Father of Groom: Yes / No Name: _____

Anyone Else?: Yes / No Name: _____

Reception

Would you like us to do introductions before dinner?: Yes / No

If applicable, please choose: Just Bride and Groom / Bride, Groom, and Bridal Party

First Dance Song Title & Artist: _____

Is there any significance to the song you picked?: Yes / No

If applicable, please describe: _____

Would you like to have a Bridal Party Dance?: Yes / No

Bridal Party Dance Song Title & Artist: _____

Will there be a Father/Daughter Dance?: Yes / No

Song Title & Artist: _____

Father's Name: _____

Is there any significance to the song you picked?: Yes / No

If applicable, please describe: _____

Will there be a Mother/Son Dance?: Yes / No

Song Title & Artist: _____

Mother's Name: _____

Is there any significance to the song you picked?: Yes / No

If applicable, please describe: _____

Would you like to have an anniversary dance?: Yes / No

Anniversary Song Title & Artist: _____

If yes, approximately how long do you think the longest couple has been married?: _____

Are you cutting the cake before dinner?: Yes / No

If no, what time?: _____ If yes, is there a song you would like for the cake cutting?: Yes / No

Cake Cutting Song: _____

Would you like to have a Bouquet Toss?: Yes / No

Bouquet Toss Song Title & Artist: _____

Would you like to have a Garter Removal?: Yes / No

Garter Removal Song Title & Artist: _____

Would you like to have a Garter Toss?: Yes / No

Garter Toss Song Title & Artist: _____

Would you like to have a Re-enactment ceremony?: Yes / No

Re-enactment ceremony Song Title & Artist: _____

Would you like to do a Dollar/Money Dance?: Yes / No

Money Dance Song Title & Artist: _____

Music Requests

PLEASE INDICATE REQUESTED SONGS, ARTISTS, STYLES/GENRES OF MUSIC, AND ANY OTHER INFORMATION THAT WOULD REFLECT THE MUSICAL PREFERENCE OF YOUR GUESTS, FRIENDS AND FAMILY IN ATTENDANCE.

PLEASE SUBMIT TO US AT LEAST 2 WEEKS PRIOR TO YOUR PARTY DATE IN ORDER FOR US TO HONOR THE FOLLOWING REQUESTS.

FEEL FREE TO LIST YOUR REQUESTS HERE, AND NOTE THAT WE PLAY APPROXIMATELY 15-20 SONGS PER HOUR.

Likes:	Dislikes:	Only if Requested:
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____

Last Song(s) of the Evening (Fast or Slow)

1. _____
2. _____

Please list if there are any songs with special meaning to anyone at the reception (ie - high school or college song(s) with friends, fraternity brothers, sorority sisters, etc.)

Who 1?: _____ Song/Artist 1: _____

Who 2?: _____ Song/Artist 2: _____

Anything sensitive we need to be aware of? Yes / No

Please Describe: _____

Are you going on a honeymoon following your reception?: Yes / No

If yes, where? _____

Are we providing Uplighting for your Venue?: Yes / No

If yes, what color would you like us to use?: _____

What are your wedding colors?: _____

Does your wedding have a theme?: _____ Yes / No

If yes, what is the theme?: _____

Is there significance to the date you picked?: _____ Yes / No

If yes, what is it?: _____

Other Information: _____
