



Wedding Planning Worksheet



We will provide services for the: CEREMONY RECEPTION

Wedding Date: _____ Wedding Location: _____

START TIME: _____

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

Bride's Parents: _____ Groom's Parents: _____

Maid/Matron of Honor: _____ Best Man: _____
(circle one)

CEREMONY:

_____ PM **Guest Arrive.** What time are the guests invited to the ceremony?

Music To Be Played:

_____ PM **Ceremony Begins.** What time will the wedding party begin to walk down the isle?

Song For Wedding Party : _____

Song For "Here Comes The Bride": _____

Song For The Exit : _____

Songs for between ceremony & reception:

RECEPTION:

_____ PM **Guest Arrive.** What time are the guests invited to the reception?

_____ PM **Music Begins.** What time do you want us to begin playing background music? Typically, this happens when guests arrive. What type of music would you like to have playing for background music? Here are some samples.

Classical Instrumental R & B Oldies Slow Songs Newer Slow Songs Mix



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_____ PM **Bride/Groom Arrive.** What time are you planning to arrive at the reception? Typically, the bride and groom arrive shortly after the guests have arrived.

_____ PM **Introduction of the Wedding Party & Bride & Groom.**

Do you want to have your DJ announce your wedding parties initial entrance into the reception? Yes/No _____.

Do you want to have your DJ announce the bride/groom's initial entrance into the reception? Yes/No _____.

Would You Like A Song Played In The Background during the introductions? Yes/No _____

If Yes, what song? _____

Do you want to have your DJ announce the parents of the bride/groom's initial entrance into the reception? Yes/No _____

If Yes, list the names of the Bride's Parents exactly how you want them introduced :

And list the names of the Groom's Parents exactly how you want them introduced :

Do you want to have your DJ introduce the members of the wedding party as well? If so, please provide us with their names, as you would like to have them read. We will announce them in the same order as the wedding, with the best man and maid/matron of honor coming in last, immediately before you come in. (for example: Miss Jane Jones & Mr. John Smith) We will introduce them exactly how you have them written so if you don't want last names said then don't write them

_____ by _____

Flower Girl: _____

Ring Bearer: _____

Best Man: _____

Maid Of Honor: _____

How Would You Like To Be Introduced?

EX: At This Time, I'd like to introduce to you for the first time as a married couple, Mr & Mrs John Doe
Or

Mrs Jane Doe & Mr John Doe



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_____ PM **Welcome.** (Optional) If the father of the bride, the groom, or anyone else wants to say a few short words of welcome, please let us know when they would like to speak. Traditionally, this would come immediately before the toast is proposed.

_____ PM **Toast.** The toasts are traditionally done immediately before dinner, but can be done at any time. Who will be giving toasts?

_____ PM **Blessing.** The blessing is traditionally done immediately after the toast, and before the dinner is served. If there is a blessing, who will be providing it? _____
(a priest, minister, family member, or someone important to you can give the blessing)

_____ PM **Dinner Served.** What time will the caterers begin serving?

Please circle one of the following: Sit down dinner Buffet dinner Food station Hors d'oeuvres only Other
Will the DJ need to make any announcements for dinner (such as table numbers to go to the buffet?)

MUSIC TO BE PLAYED DURING DINNER : Please write down atleast 3 songs to give us an idea of what types of songs/artists you would like to hear at this time

_____ PM **Cake Cutting.** When will you cut the cake? Please circle one: Before dinner After dinner
Would you like us to announce the cake cutting? Y/N _____

SONG FOR THE CAKE CUTTING? (normally 1-2 songs)

_____ PM **Traditional Dances.** The traditional first dance of the evening will open up the dance floor, after which your guests will be able to dance for the rest of the evening. You will want to wait until a time when most of your guests are almost through with dinner. Please note the dances you would like to include, as well as indicating which songs you would like to use for them.

First Dance Title: _____ Artist: _____
The traditional fist dance of the evening, for the wedding couple only

Bride/Father Name of Father: _____
Title: _____ Artist: _____
The traditional dance is between the bride and her father. (Usually after Bride & Groom's First Dance)

Groom/Mother Name of Mother: _____ Title: _____
Artist: _____

Any other special dance _____

Title: _____ Artist: _____



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Wedding Party (optional)

Title: _____ Artist: _____

The last traditional dance, the wedding couple will dance together, as well as all of the couples in their wedding party

PM **Bouquet and Garter Toss.**

Will bride throw bouquet to all the single women? Y/N _____

Will groom remove garter from bride & throw to all the single men? Y/N _____

Man who catches the garter places it on the leg of the woman who caught the bouquet? Y/N _____

Bouquet Song: _____

Garter Song: _____

PM **Dollar Dance.** As with the bouquet and garter toss, the dollar dance usually happens at least 30 minutes after the Wedding Party Dance. Pick 2-3 songs, these are normally slow songs. If we see after 1 or 2 songs there is no need for another, we'll just leave it at that.

PM **Other Announcements.** Please let us know if there are any other announcements (birthdays, anniversaries, etc.) that you would like us to announce sometime in the evening.

TYPES OF MUSIC YOU WOULD LIKE PLAYED:

Special Requests:

WOULD YOU LIKE US TO PLAY DJ REQUESTS FROM YOUR GUESTS? _____

ARE SONGS WITH FOUL LANGUAGE OKAY TO PLAY? _____

Songs You Do NOT Want Played?

LAST SONG OF THE NIGHT? _____

PM **Music Ends.** Please indicate the time when we should stop playing. This should coordinate with time you have the hall.



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How did you hear about us? _____
Who is your contact at the hall and phone number? _____

Who is the photographer? Name _____ Who is the videographer? _____
Wedding planner and phone number: _____

Which crowd involvement type songs would you like played: Electric Slide, Chicken Dance, Cupid Shuffle, Hokey Pokey, Macarena, Cotton Eyed Joe, Limbo, Cha-Cha Slide, Twist, Bunny Hop, Y.M.C.A., Stroll, Time-Warp, Shout.

Please fill out all pages of this worksheet. If you have questions, please do not hesitate to call us for assistance. We will contact you approximately three days prior to your reception to check if there are any last minute changes or additions. Thank you and congratulations on your engagement!

NOTES:

Amt owed: \$ _____

X _____
PLEASE SIGN