



Wedding Planner Sheet

Bride: _____ Groom : _____

Honeymoon (location and timeframe): _____

Bride's Parents: _____

Groom's Parents: _____

Maid/Matron of Honor: _____ Best Man: _____

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 the Mothers/Family/Bridesmaids _____

Processional (Bride's entrance) _____

Lighting of the Unity Candle / Other (optional) _____

Recessional _____

RECEPTION MUSIC / TIMELINE

Music Prior to Reception (Cocktail Hour) _____

Grand Entrance (how you'd like to be announced) _____

Meal _____

Toast (Order of who's speaking) _____

Cutting of the Cake _____

Bouquet Toss / Garter Toss _____

Optional Filler Activity _____

Formal Dances:

Bride & Groom's First Dance _____

Father / Daughter Dance _____

Mother / Son Dance _____

Anniversary Countdown 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 Rock / Hair Bands | <input type="checkbox"/> Adult Cont./Indie Rock |
| <input type="checkbox"/> Swing / Big Band | <input type="checkbox"/> 80's Pop / New Wave | <input type="checkbox"/> Grunge / Alt. Rock |
| <input type="checkbox"/> Salsa / Latin | <input type="checkbox"/> 90's Pop / Dance | <input type="checkbox"/> Old Country |
| <input type="checkbox"/> Lounge / Covers | <input type="checkbox"/> 2000's Top Hits | <input type="checkbox"/> New Country |
| <input type="checkbox"/> 50's & 60's Rock / Oldies | <input type="checkbox"/> 2010's Top Hits | <input type="checkbox"/> R&B / Slow Jamz |
| <input type="checkbox"/> 60's & 70's Motown | <input type="checkbox"/> House / EDM | <input type="checkbox"/> Hip Hop / Old School |
| <input type="checkbox"/> 70's Rock / Classic Rock | <input type="checkbox"/> Remixes/Mash-Ups | <input type="checkbox"/> Rap (Explicit Lyrics) |
| <input type="checkbox"/> 70's Disco / Funk | <input type="checkbox"/> Newest Top 40 & Pop | <input type="checkbox"/> Reggae / Ska / Dance Hall |

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? 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:

DJ Attire: Casual/Jeans Business Casual Shirt/Tie/Slacks Suit Other

Meal provided: 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!