



Date ___/___/___ Day of Week S M T W T F S

Bride _____
Groom _____
Bride taking last name? Y N

GENERAL INFORMATION

Facility: _____ Ceremony Location: _____ Reception Location: _____

Fac. Contact Name: _____ Fac. Contact Number: _____ Number of guests expected? _____

DJ Attire: Casual (Polo/Slacks) Semi-formal (Suit/Tie/Dress shoes) Tuxedo Themed/Other _____

VENDOR INFORMATION

Coordinator DJ Contact:	Phone#	E-Mail:
Photographer:	Phone#	E-Mail:
Officiate/Minister:	Phone#	E-Mail:
Musicians:	Phone#	E-Mail:
Caterer:	Phone#	E-Mail:
Videographer:	Phone#	E-Mail:

PHOTOGRAPHER/VIDEOGRAPHER:

Photographer Scheduled from ___:___ am pm to ___:___ am pm ___ All Day – No Time Limit
Taking most pictures before ceremony? Y N

Any OFF-SITE shots you know you will be doing with photographer before or during reception? (Please detail):

Any special shots you know you will be doing with photographer before or during reception (“Sunset Shot,” group shot w/ guests, etc.?) (Please detail):

Videographer Scheduled from ___:___ am pm to ___:___ am pm

FAMILY INFORMATION

Groom

Parents: Father _____ present with Mother Stepmother _____
Mother _____ present with Father Stepfather _____
Child: _____ Age: _____ Child: _____ Age: _____ Child: _____ Age: _____
 w/Bride w/Prev. w/Bride w/Prev. w/Bride w/Prev.
Grandparents:
Paternal: _____ present? Y / N
Maternal: _____ present? Y / N

Bride

Parents: Father _____ present with Mother Stepmother _____
Mother _____ present with Father Stepfather _____
Child: _____ Age: _____ Child: _____ Age: _____ Child: _____ Age: _____
 w/Groom w/Prev. w/Groom w/Prev. w/Groom w/Prev.
Grandparents:
Paternal: _____ present? Y / N
Maternal: _____ present? Y / N

CEREMONY

Ceremony Place: _____

Inside ___ Outside ___
Approx. Distance to Reception Site? _____

Ceremony Time: ___:___ am pm Time Avail. For DJ Setup: ___:___ am pm

Ceremony Music provided by: DJ Musician(s) Venue

Officiate: _____ Approx. Officiate Arrival Time: ___:___ Need Mic? Y N

Any Special Readings/Songs/Performances/etc during ceremony? Y N If Yes _____

Groom at alter? Y N Groomsmen to walk down with Bridesmaids? Y N

Bride & Groom to walk together ___ (check only if yes)

Escorting Bride down aisle: ___ Father Other _____ ___ None

DJ Contact Prior to Ceremony (to queue for commencement): _____

Ring bearer(s): _____ Age: ___ Relation (and to whom): _____

_____ Age: ___ Relation (and to whom): _____

Flower Girls: _____ Age: ___ Relation (and to whom): _____

_____ Age: ___ Relation (and to whom): _____

Usher(s): _____

Prelude selections: ___ Traditional Classical/DJ's choice ___ Contemporary/Other (TBD by couple... list elsewhere)

Grandmothers/Mothers Seating: _____

Processional/Bridal Party: _____

Processional/Bride: _____

Interlude (Unity Candle, etc.) _____ Loc. in ceremony/cue: _____

Recessional: _____

Postlude (if any): ___ Traditional Classical/DJ's choice ___ Contemporary/Other (TBD by couple... list elsewhere)

Announce guests to relocate chairs for dinner/reception? Y N

Pictures after ceremony? Y N

RECEPTION

Reception Place: Cocktails: _____

Dinner: _____

Dancing: _____

Inside ___ Outside ___

Reception Time: ___:___ am pm to ___:___ am pm

Music to stop at: ___:___ DJ to be out by: ___:___

Food by: ___ Caterer ___ Venue Other _____

#Tables _____ Reserved Seating: ___ All reserved ___ # Reserved for family, rest open ___ All open

Tables Numbered/Named? Y N Tables Reserved for family (names or #'s.): _____

Would you like to do a Centerpiece Giveaway? Y N Contest/Activity? Give away at end of night

Would you like any games/activities for your guests during the cocktail hour or during dinner? Y N

Any special performances, activities, or other highlights during your reception? Y N

GENERAL ANNOUNCEMENTS

Bar:

Location of bar _____ Open ___ "No-Host" ___ "Semi-host"
 Open for: ___ Beer ___ Wine ___ Mixed Drinks ___ Champaign ___ Other/Specialty _____
 Other Available: ___ Soda ___ Water ___ Punch ___ Coffee ___ Tea

Other:

Disposable Cameras at tables? Y N
 Guest Book/Photo Book to sign? Y N Location: ___ Near Entrance ___ Gift table Other: _____
 Picture matte to sign? Y N Location: ___ Near Entrance ___ Gift table Other: _____
 Seating Chart/Placecards? Y N Location: ___ Near Entrance Other: _____

Guest Arrival: _____:

- *Play light/soft music at comfortable volume for mingling/conversation. Greet guests as they arrive.
- *Greet guests: "Welcome to the reception of ___ & ___. On behalf of ___ & ___ and their families, I would like to thank you for coming."
- *Overview of events: "Tonight we have many special things planned to help make this the most memorable night of ___ & ___ life...."
- *Announce that requests are available throughout the evening
- *Announce bar (if applicable, and if open before arrival)
- *Invite them to wait for arrival and relax with friends and family.
- *Keep music going

COCKTAIL HOUR:

Music: ___ Traditional Cocktail/DJ's choice ___ Contemporary/Other
 (Cocktail piano, light jazz combos, etc.) (TBD by couple... list elsewhere)

Available: ___ Bar only ___ H'Orderves ___ Other: _____

Bride and Groom/Intros./Wedding Party Arrival _____: _____ Bride & Groom Only

- *Announce arrival about to happen.
- *Play appropriate selections
- *Announce Family/Party/Couple

Intro Parents? Y N ___ w/Party ___ At tables	Parents of Bride:		
	Parents of Groom:		
Ring Bearer/Flower Girls: Intro? Y N	Ring Bearer (esc. by if any) _____	Flower Girl #1 (esc. by if any) _____	Flower Girl #2 (esc. by if any) _____
Intro Ushers Y N			
		Ladies	Gents
Bridal Party: Song: _____ Special instructions for entrance:	Couple 1 (start w/ first couple down isle.)	(Pron.) _____	(Pron.) _____
	Couple 2	(Pron.) _____	(Pron.) _____
	Couple 3	(Pron.) _____	(Pron.) _____
	Couple 4	(Pron.) _____	(Pron.) _____
	Couple 5	(Pron.) _____	(Pron.) _____
	Couple 6	(Pron.) _____	(Pron.) _____
Best Man & Maid of Honor	___ Maid ___ Matron (Married)	(Pron.) _____	(Pron.) _____
Couple: Song: _____	___ Formal 1: "Mr. & Mrs. Smith" ___ Formal 2: "Mr. & Mrs. John Smith" ___ Formal 3: "Mr. & Mrs. John & Jane Smith" ___ Casual 1: "John & Jane Smith" ___ ULTRA-Casual: "John & Jane" Intro: " _____"		

DINNER: Music: Traditional Cocktail/DJ's choice (Light jazz combos transitioning into romantic stds... Think Sinatra, Etta James, Mel Torme, etc.)
 Contemporary/Other (TBD by couple... list elsewhere)

Blessing Y N By: _____ **Head Table?** Y N **Sweetheart Table?** Y N

Start ____:____ Buffet Head Table to start? Y N Announce Tables? Y N By Name/Number? Y N
 Sit-down/Served # Courses: _____

*When notified by caterer dinner is ready, will notify Bride and Groom
*Announce dinner along with instructions

Toasts _____ **Before** ____ **Towards End** ____ **Other** _____
_____ **Toast w/** ____ **Champagne** ____ **Sparkling Cider** ____ **"On-hand"**
_____ **Pouring for toast:** ____ **Venue** ____ **Other** _____
"Open-mic?" Y N
Couple to speak? Y N (____ Bride ____ Groom ____ Both)

*Announce toasts/speeches about 10 min before
*If needed, DJ will coordinate with caterer/venue staff to ensure champagne is filled or prompt guests to get beverages.
*After everyone is seated, dj will announce toasts.

First Dance # _____ : _____ **Song** _____
Announce others to dance? Y N
*DJ will announce first dance Re-introduce for First Dance? Y N Couple rehearse dance? Y N

Special queues/instructions for First Dance? _____

Transition Dances # _____ : _____ (Use to build into open dancing slowly or quickly – you choose what's right)

2nd Slow Song / Couples Dance **Song** _____
*Dj will encourage other couples to come up and dance w/ bride and groom – This makes a good segue to get older folks and a lot who might not dance otherwise onto the floor to share a dance with you and has people on dance floor when "real dancing" starts. Makes for a smooth gradual transition.

Bridal Party/Family Dance **Song** _____
*Dance with your bridal party or family members of your choice. Let them know ahead of time this is happening and when. Choose an upbeat song. This option can be used to quickly build energy leading into upbeat open dancing.

Start 'Er Up!!!! # _____ : _____ **Intro Song:** _____
*Encourage requests

Dance Segment 1

Special Dances

Dollar/Honeymoon Dance # _____ : _____ **Song** _____

Anniversary/Long. Dance # _____ : _____ **Song** _____

Parent Dances # _____ : _____ **Combine into single "Parent Dance?"** Y N
____ All to start ____ Bride to start ____ Groom to start

Father/Daughter Dance **Song** _____

Mother/Son Dance **Song** _____

Cake Cutting # _____ : _____ **Song** _____

____ **Right after Dinner** ____ **After 1st Dance/Dance Segment** **Other:** _____ **TBD**

*Will announce cake cutting/encourage pictures

Bouquet Toss # _____ : _____ Song _____

___ All single ladies ___ All ladies ___ Other: _____

*Check with Bride to make sure she is ready for garter toss w/bouquet, etc.
*Announce bouquet toss/encourage pictures

Alternatives: ___ Present Bouquet Present to: _____ “Teddy-Toss” for kids? Y N

Garter Toss # _____ : _____ Removal Toss _____

___ All single guys ___ Groomsmen ___ Other: _____

*DJ to make sure Bride has garter
*Announce garter toss/encourage pictures

Dance Segment 2 # _____

Last Dance # _____ : _____ Song _____
___ All ___ Bride & Groom Only

*DJ to announce last dance

Send Off of Bride and Groom Song _____

*Invite all guests in a circle or in a half-moon to dance floor to say goodbye to Bride and Groom (Bride and Groom thank guests)

Closing _____ : _____

*Thank all guests for coming/participating
*Thank all vendors, and facility staff
*Send everyone off

DJ Stop Time _____ : _____

DJ to be out by _____ : _____

Special Mentions:

Are there any special mentions or acknowledgements you would like to make or have us make at your reception?

Some common examples include:

- Recent or near birthdays or anniversaries (of guests present)
- Mention of special people who could not be present at your celebration
- Misc. (One bride had us sell raffle tickets for her child’s school fundraiser!)

1. _____ When: _____
2. _____ When: _____
3. _____ When: _____