



*Thanks for choosing us for your Wedding Day musical and entertainment needs. We are very excited to be a part of your special day. Please take a few minutes and fill this worksheet out. This information will guide our services and music to perfectly meet your needs. Once completed, we will meet to ensure that everyone is on the same page.*

## Wedding and Reception Planning Worksheet

**Client/Contact Name:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Date of Wedding:** \_\_\_\_\_

**Will you need our services for the ceremony?**  Yes  No

**If Yes, please fill this section out:**

**Ceremony Address:** \_\_\_\_\_  
\_\_\_\_\_

**Ceremony Start Time:** \_\_\_\_\_

**Guests expected to start arriving time:** \_\_\_\_\_

**Distance from Ceremony Location to Reception Location (estimate):** \_\_\_\_\_

**Reception Address:** \_\_\_\_\_  
\_\_\_\_\_

**Reception Times:** \_\_\_\_\_ to \_\_\_\_\_

**Guests expected to start arriving time:** \_\_\_\_\_

**Expected Number of Guests and Age Groups (Please mark all that you expect):** \_\_\_\_\_

<14  14-17  18-24  25-34  35-44  45-54  55+

**Dress Category:**

Casual  Jacket and Tie  Tuxedo  Other/Themed: \_\_\_\_\_

# *The Ceremony*

(Skip this section if not applicable)

**Prelude Music** (*optional, 2 -3 songs*):

**Seating of Mothers/Grandmothers Song** (*optional*):

**Wedding Party Entrance Song:**

**Bride Entrance Song** (*if different than traditional*):

**Song of Reflection**(*optional*):

**Recessional** (*if different than traditional*):

**Special Requests/Comments:** (*Please attach more information or write below*)

# The Reception

## *Order of Events:*

The following outline is used to help plan the reception. The order listed below is the typical order of events we use, but can be adjusted as needed. Please mark an "X" for any events that you DO NOT wish to include in the reception.

Use the boxes below to number the events if you would prefer a different order.

Cocktail Hour / Background Music (while guests arrive through dinner time)

Grand Entrance

Blessing/Prayer, by whom? \_\_\_\_\_

Announce Dinner Is Ready (dinner begins)

Toasts

Bride and Grooms First Dance

Father Daughter Dance

Mother Son Dance

Wedding Party Dance (to kick off dancing time)

Cake Cutting

Money Dance

Removal of The Garter

Garter Toss

Bouquet Toss

Additional Notes:

**Music for Guests Arriving/Cocktail Hour (Circle choices):**

Rap      Hip-Hop      Classic Rock      Jazz      Country      Alternative      Love Songs  
Blues      Easy Listening      R & B      Contemporary      DJ Inspired

Comments: \_\_\_\_\_

**Music for Dinner (Circle choices):**

Rap      Hip-Hop      Classic Rock      Jazz      Country      Alternative      Love Songs  
Blues      Easy Listening      R & B      Contemporary      DJ Inspired

Comments: \_\_\_\_\_

**Wedding Party Introduction Music (Choose those that apply):**

Song(s) for Intro of Parents/Grandparents:

\_\_\_\_\_

Song(s) for Introduction of Wedding Party:

\_\_\_\_\_

Song for Introduction of Bride and Groom:

\_\_\_\_\_

Other Notes/Comments:

Would you like any line dances?:

Wobble     Cupid Shuffle     Cha-cha Slide     Conga Line     Chicken Dance

Hokey Pokey     Electric Slide     Macarena     Cotton-Eye Joe

Other: \_\_\_\_\_ Other: \_\_\_\_\_

## *The Wedding Party:*

Bride & Groom's Introduction Information: Please indicate how you wish to be introduced for the Grand Entrance. For example: #1 Mr. & Mrs. Groom's Full Name? / #2 Mr. & Mrs. Groom's Last Name? / #3 Groom's First Name, Bride's First Name, then Groom's Last Name?

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Please write neatly or type the order and names of those being introduced, their title in ceremony with pronunciations, and/or requested salutation (DJ will announce people as you have written them in the order you have written them). Please include parents and honored guests if they will be introduced.

Please specify who your Matron(s) or Maid of Honor(s) and Best man/Best men is as well:

EXAMPLE: Maid of Honor Ms. ERIN SMITH Escorted by Mr. BRIAN SMITH

## *Special Songs/Reception Events:*

Toasts – Please list the names of any pre-planned toasts:

Best Man: \_\_\_\_\_ Maid/Matron of Honor: \_\_\_\_\_

Others:

Please provide the songs, and any names for introductions, you would like for these event during your reception (Skip those that do not apply):

**First Dance:** \_\_\_\_\_

**Father-Daughter Dance:** \_\_\_\_\_

**Mother-Son Dance:** \_\_\_\_\_

**Wedding Party Dance:** \_\_\_\_\_

**Cake Cutting:** \_\_\_\_\_

**Bouquet Toss Song:** \_\_\_\_\_

**Garter Retrieval Song:** \_\_\_\_\_

**Garter Toss Song:** \_\_\_\_\_

**Dollar Dance/Apron Dance:**

Traditional (Polka)     Slow Dances     Up-Tempo Songs     Jazz/Standards

Other: \_\_\_\_\_ **Final**

**Dance of the Night:** \_\_\_\_\_

**Any Other Requests/Dedications and when to play them:**

# Dance Music

When the time comes to open the dance floor, we need to know what kind of music you and your guests are interested in. We are pros and can read the crowd for what songs to play, but need a good starting point and any special requests you have. Please take a few minutes to fill this out and it will allow us to make your reception fantastic!

## **Step 1: Radio**

What Radio Stations do you listen to? Also, what songs/artists do you start Pandora stations with

## **Step 2: Must Have Songs**

What songs must be played during your event. Please mark any special dedications.

## **Step 3: Songs/Artists to Avoid**

This list are things that you absolutely do not want to hear, even if guests request them.