



Ceremony Planning Worksheet

Couple Name: _____

Ceremony Location: _____ **Phone:** _____

Address: _____

Directions (attach map if necessary): _____

Name of Contact Person at Site: _____

Is Power Available within 25' Of Ceremony?: Yes No

Is Cover Provided for DJ? Yes No

Officiants Name: _____ Contact Info: _____

Estimate Length of Ceremony? _____

Will there be any live musicians/singer performing at the ceremony?

Yes No

Musician's Name: _____ Contact Info: _____

Time Guests Will Start Arriving: _____

Prelude Music:

Artist	Song



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DJs

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Will Groomsmen be processing with Bridesmaids? Yes No

Who will be last couple/Person to process before Bride? _____

Processional Music:

Artist	Song
Wedding Party:	
Bride:	

Will there be any Special Events?

(I.e. candle lighting/sand ceremony) Yes No

Special Ceremony Music:

Artist	Song

Will there be any Readers? Yes No

Reader 1 Name: _____

Reader 2 Name: _____

Recessional Music:

Artist	Song



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Event Menu

Name: _____ Number of Guests: _____

Best Phone: _____ Email: _____

Place of Performance: _____ Phone: _____

Name of Contact Person at Hall: _____ Email: _____

Room Name: _____ Stairs Yes No Elevator Yes No

A 6 Foot Skirted Table will be Provided Yes No

Address of Hall: _____

Directions to Hall(attach map if necessary): _____

Caterers Contact Name: _____ Email: _____

Photographers Name: _____ Email: _____

Performance Hours: From _____ to _____

Please Describe the Dj personality you would like in Detail (I.e. Subdued, interactive, grumpy):

Rate the Types of Music you would like to hear at your event:

(0-10 with zero meaning none and 10 meaning maximum concentration)

() Instrumental () Big Band () Polkas () Rock () Alternative

() Country () 50's () 60's () 70's () 80's () 90's () 2000's

() Top 40 () Other: _____



List the Recording Artists you and your guests would enjoy dancing to:

(To allow your guests to make request, please do not exceed 8 artists)

List any Special Songs you and Your Guests would enjoy dancing to:

(To allow your guests to make request, please do not exceed 10 songs)

Song	Artist	Special Meaning

List any songs you DO NOT want played at your event:

Song	Artist

Would you like the DJ Direct Crowd Participation Activities Yes No

Note: The setup time is 2 hours. The DJ's area must be cleared 2 hours in advance. PLEASE RETURN AT LEAST ONE MONTH PRIOR TO EVENT



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Wedding Procedures

DJ to introduce newlyweds as: _____

Bride's 1st Name: _____ Groom's 1st Name: _____

Dinner Starts At (important for setup and dinner music): _____ Ends: _____

Announce Cake Cutting: Yes No Time: _____

Introduce wedding Party before dinner: Yes No Song: _____

Bride and Groom Welcome: Yes No

Father of Bride Welcome: Yes No

Will Champagne be Served for Toasts: Yes No Head Table Only

Introduce Best man for Toast: Yes No Name: _____

Introduce Maid of Honor for Toast: Yes No Name: _____

Introduce Sayer of Grace Yes No Name: _____

Will Dinner Be Provided for the DJs Yes No

Special Instructions to have Bride and Groom Kiss: (ie tap glasses, sing a song with love, Bride and Groom Trivia, Kissing Guests):

Approximate time to start the dancing: _____ Wedding Colors: _____

Song for Bride and Groom's first dance: _____

Parent/Child Dances:

Father/Daughter Dance: Yes No Father's Name: _____

Song: _____ Artist: _____

Mother/Son Dance: Yes No Mother's Name: _____

Song: _____ Artist: _____

Dollar Dance: Yes No Bride/Groom Shoe Game: Yes No

Anniversary Dance: Yes No

DJ to perform following Bridal activities:

Boquet Toss Yes No Garter Take Off: Yes No Garter Toss: Yes No

Garter Take off: Hands Teeth Crowd Choice

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Wedding Party (First Names Only Please)

Ushers

Relation	First Name

Escorted By:

Relation	First Name

&
&

Flower Girl and

Relation	First Name

Ring Bearer:

Relation	First Name

&

Bridesmaids and

Relation	First Name

Groomsmen (In order to be Introduced)

Relation	First Name

&
&
&
&
&

Maid Matron of Honor

Relation	First Name

Best Man

Relation	First Name

&

Introduce Brides Parents As: _____

Introduce Grooms Parents As: _____

DJ to introduce newlyweds as: _____

Brides 1st Name: _____ Grooms 1st Name: _____

Background Info:

Groom's High School	_____	Grad. Year	_____
Bride's High School	_____	Grad. Year	_____
Groom's College	_____	Grad. Year	_____
Bride's College	_____	Grad. Year	_____