



# 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:

**N/A- SERVICES PROVIDED FOR RECEPTION ONLY**

## 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

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ 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 \_\_\_\_\_.

Will the officiant/pastor introduce you by name as a married couple at the end of the service? Yes/No \_\_\_\_\_

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

If Yes, what song? \_\_\_\_\_



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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 \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_ 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

\_\_\_\_\_

Would you like the DJ to go strictly by the times listed, or would you rather the DJ ask you between each event if you are ready for the next event? \_\_\_\_\_

\_\_\_\_\_ 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)



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       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: \_\_\_\_\_

       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: \_\_\_\_\_



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\_\_\_\_\_ 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.

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\_\_\_\_\_ PM **Longest Married Couple Dance.** This is where all married couples are asked to dance, then after about 30 seconds, the DJ will announce "If you have been married for less than a year, please sit down", then after another short time period "If you have been married less than 5 years please sit down" and it goes on down the line until the longest married couple is the only couple remaining on the dance floor. Oftentimes we find that the longest married couple has been married for 20-35 years! Sometimes the longest married couple will receive a small prize such as a bouquet of flowers but this is definitely not required. If you are interested in this dance being done, please write yes on the line below and if there are certain songs you'd like played for this song please write the names of the songs and artists (normally we will need atleast 2 songs for this)

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\_\_\_\_\_ 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.

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TYPES OF MUSIC YOU WOULD LIKE PLAYED:

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Special Requests:

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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?

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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.



## Wedding Planning Worksheet

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!

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NOTES:

Amt owed: \$ \_\_\_\_\_

X \_\_\_\_\_  
PLEASE SIGN

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