



Wedding Date _____

Your planner must be mailed within 30 days prior to your wedding or earlier.

Wedding Planner

Your wedding reception is very important to us. To ensure its success and to provide your entertainer with valuable information regarding the reception, we ask that you take a second to complete our wedding planner and return it by mail within 30 days prior to your wedding day.

Names

Bride: _____ Groom: _____

Reception Location

Reception Location: _____ Room Name/No: _____
Address: _____ Contact Person: _____

Tel. No: _____ Email: _____ Web Address: _____

Directions and a map must be included with your wedding planner for all locations.

Bride's Telephone Numbers

Home: _____ Office : _____ ext: _____ Cell: : _____

Groom's Telephone Numbers

Home: _____ Office : _____ ext: _____ Cell: : _____

If the reception is being held in a different city, please provide alternate contact information of someone who lives in the same vicinity.

Parents: _____ Telephone No: _____

Your Email Addresses

Bride's: _____ Groom's: _____

Important Dances

Who is announcing your dances (check one) Disc Jockey Master of Ceremonies

Announce us for our Bride and Groom dance as: _____

🎵 It is not necessary to choose a song for every line below. Always consider the amount of time that your guests must wait before they join you on the dance floor. IF you would prefer the father/daughter dance and the groom/mother dance to be at the same time, please indicate it in the notes of the father/daughter dance. We also recommend a slow dance early in the evening that is open for all guests. Past experience proves that most people will dance to a slower song near the beginning, rather than to a fast song. This will allow a greater opportunity to get the party/celebration underway.

Bride & Groom Song Title: _____

Notes: : _____

Father and Daughter Song Title: _____

Notes: _____

Groom and Mother Song Title: _____

Notes: _____

Bridal Party Song Title: _____

Notes: _____

All Guests Song Title: _____

Notes: _____

Will you provide on CD?

Yes

No

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



Wedding Planner

Names

Mother of the Bride: _____ Father of the Bride: _____ Maid/Matron of Honor: _____ Bridesmaids (first name only): _____ Flower Girl: _____ Master of Ceremonies: _____ Photographer: _____ Videographer: _____	Mother of the Groom: _____ Father of the Groom: _____ Best Man: _____ Groomsmen (first name only): _____ Ring Bearer: _____ Banquet Manager: _____ Caterer: _____ Rent Co: _____
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Notes About Bridal Party or Family: _____

Schedule of Events (times)

Hall is open for our set up at:	First dance:	Photographer leaves at:
Ceremony time:	Cake cutting:	Hall is booked until:
Guest arrival time at the hall:	Bouquet:	Your last dance:
Bride & Groom enter the hall:	Garter:	Bus/limo departure:
Dinner:	Late night (food/drink):	Hall closes at:

Guest, Ceremony and Reception Details

Number of guests:	Will there be a video or audio presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Average age of guests: Game:	Do you require our assistance with your presentation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Age range of guests:	Any additional events occurring during the evening that we should be aware of, or that may require assistance: _____ _____ _____ _____		
Ceremony location:			
Will there be a kissing game: Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the disc jockey on a stage: Yes <input type="checkbox"/> No <input type="checkbox"/>			

Important Details (please check)

Meal provided for disc jockey:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	How many children under 13 will be in attendance?
With the permission of the hall are you interested in overtime?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Will you require use of a microphone from us? Yes <input type="checkbox"/> No <input type="checkbox"/>
If applicable, did you attach your map?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Have you included a request list? Yes <input type="checkbox"/> No <input type="checkbox"/>

The reason you chose Deejay B: _____

Comments about the reception: _____

Additional advice or information for your disc jockey: _____

🎵 If you are providing the DJ with a meal, we thank you very much. Please inform the catering banquet/staff to set a plate at the DJ table so that he or she can monitor the volume levels of the music throughout the dinner. We also ask that you please remind the caterer about these arrangements at your final meeting, in order to ensure that the meal you have generously paid for is provided to the DJ at the evening of the event.

