



WEDDING CEREMONY & RECEPTION MUSIC PLANNER

Let's start with some basic information...

Bride: _____ Groom: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Now, let's get some details about your big day!

Reception Date: _____ Guest Arrival Time: _____

Venue Address: _____

Set Up Time: _____ Music Start Time: _____ Music End Time (approx.): _____

Will we need to provide our own table? Yes No

Does the venue have accessible wi-fi? Yes No Password: _____

Color Scheme: _____ DJ Attire: Formal Semi-Formal Casual

Name of Caterer: _____ Name of Coordinator: _____

Name of Photographer: _____ Name of Videographer: _____

What Type of atmosphere would you like to convey at your reception (check all that apply):

- Formal, Elegant, Classy
- Somewhat formal, but still want everyone to be able to be themselves and have fun
- More laid back, nothing too fancy or structured, want everyone to feel relaxed
- Very relaxed, just want to let loose and have a good time

What style of DJ would you prefer?

- No talking, just play music
- Host special dances and events only
- Talking a lot, interacting with the crowd throughout night

ORDER OF EVENTS

Here's a place for you to create a timeline...

On the left, order each event from 1-16 and on the right, list the estimated time that this will happen in the night. We have placed the events in the traditional order, but feel free to mix them around. You're the boss!

ORDER (1-16)	EVENT	TIME
	Guest Arrival	
	Ceremony	
	Cocktails/Social Hour	
	Bridal Party Entrance	
	Bride & Groom First Dance	
	Blessing	
	Food Served	
	Cake Cutting	
	Toasts	
	Daddy/Daughter Dance	
	Mother/Son Dance	
	Wedding Party Dance	
	Bouquet Toss	
	Garter Toss	
	Other_____	
	Other_____	
	Other_____	

Please list any special dances/games for your MC to host during the reception. Some examples are the wedding shoe game, anniversary dance, decades dance, bride & groom trivia, dollar dance, etc. We can customize games for you as well, upon request!

CEREMONY

Let's start with set-up details...

Is the ceremony at the same venue as the reception? Yes No

If not, please provide location: _____

Will your minister need a microphone? Yes No

Besides walking down the aisle, vows & commencement, will there be any additional events going on? (for example: candle ceremony, live musician, etc. Looking for live music? Ask Jenna for details!) _____

Next, tell us about your ceremony music!

Pre-Ceremony Guest Arrival Music Preference:

(check all that apply)

Classical

(Beethoven, Mozart, Vivaldi, etc.)

Jazz / Piano / Sax / Instrumental

(Kenny G, Earl Klugh, David Benoit, etc.)

Acoustic Guitar

(Jack Johnson, John Mayer, Corinne Bailey Rae, etc.)

Adult Contemporary / Easy Listening

(Norah Jones, Rod Stewart, Celine Dion, etc.)

Big Band / Swing

(Frank Sinatra, Harry Connick Jr., Michael Buble, etc.)

Pop Love Songs

(Bruno Mars, John Legend, Alicia Keys, etc.)

New Country

(Kane Brown, Maren Morris, Kelsea Ballerini, etc.)

Classic Country

(Tim McGraw, Shania Twain, Rascal Flatts, etc.)

Oldies

(Dean Martin, The Four Seasons, Ella Fitzgerald, etc.)

Motown

(The Temptations, Stevie Wonder, Minnie Riperton, etc.)

R&B

(Aaliyah, Mariah Carey, K-Ci & JoJo, etc.)

Must-play songs:

Ushers, Parents & Groom Aisle Walk/Processional Song

Song Title: _____ Artist: _____

Bridal Party Aisle Walk/Processional Song

Song Title: _____ Artist: _____

Bride Aisle Walk Song

Song Title: _____ Artist: _____

Ceremony Commencement Song

Song Title: _____ Artist: _____

BRIDAL PARTY

We need to know who everyone is!

Please fill out your bridal party information below for the grand entrance! If we are announcing, please spell the names phonetically if they may be hard to pronounce. Also, if you are doing a special entrance or choreographed dance please let Jenna know ahead of time.

Are we announcing last names? Yes No

Ring bearer, flower girl & ushers to be announced with the bridal party? Yes No

Parents to be announced with the bridal party entrance? Yes No No, but recognized

Groom's Father: _____	Groom's Mother: _____
Song Title: _____	Artist: _____
Bride's Father: _____	Bride's Mother: _____
Song Title: _____	Artist: _____
Ringbearer: _____	Flowergirl: _____
Song Title: _____	Artist: _____
1st Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
2nd Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
3rd Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
4th Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
5th Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
6th Groomsman: _____	Bridesmaid: _____
Song Title: _____	Artist: _____
Best Man: _____	Maid of Honor: _____
Song Title: _____	Artist: _____
Bride & Groom Announced As: _____	
Song Title: _____	Artist: _____

COCKTAIL HOUR, DINNER & CAKE

Now, let's set the atmosphere during dinner...

Is your cocktail hour in the same room as the reception? Yes No

Would you like your MC to dismiss tables? Yes No

Meal Format: Plated Buffet Hors d'Oeuvres Other

Bar Information: Open Cash Combination Bar

Is the bar closed during dinner? Yes No Bar Closing Time: _____

Will food be provided to the DJs? Yes No

Cocktail Hour & Dinner Music Preference: (check all that apply)	<input type="checkbox"/> Pop Love Songs <i>(Bruno Mars, John Legend, Alicia Keys, etc.)</i>
<input type="checkbox"/> Classical <i>(Beethoven, Mozart, Vivaldi, etc.)</i>	<input type="checkbox"/> New Country <i>(Kane Brown, Maren Morris, Kelsea Ballerini, etc.)</i>
<input type="checkbox"/> Jazz / Piano / Sax / Instrumental <i>(Kenny G, Earl Klugh, David Benoit, etc.)</i>	<input type="checkbox"/> Classic Country <i>(Tim McGraw, Shania Twain, Rascal Flatts, etc.)</i>
<input type="checkbox"/> Acoustic Guitar <i>(Jack Johnson, John Mayer, Corinne Bailey Rae, etc.)</i>	<input type="checkbox"/> Oldies <i>(Dean Martin, The Four Seasons, Ella Fitzgerald, etc.)</i>
<input type="checkbox"/> Adult Contemporary / Easy Listening <i>(Norah Jones, Rod Stewart, Celine Dion, etc.)</i>	<input type="checkbox"/> Motown <i>(The Temptations, Stevie Wonder, Minnie Riperton, etc.)</i>
<input type="checkbox"/> Big Band / Swing <i>(Frank Sinatra, Harry Connick Jr., Michael Buble, etc.)</i>	<input type="checkbox"/> R&B <i>(Aaliyah, Mariah Carey, K-Ci & JoJo, etc.)</i>

Who will be giving toasts/blessing?
Toast/Speech Given By:
Toast/Speech Given By:
Toast/Speech Given By:
Toast/Speech Given By:
Blessing Given By:

Cake Cutting
Song Title: _____ Artist: _____
Would you like the cake cutting announced? <input type="checkbox"/> Yes <input type="checkbox"/> No

Time for our favorite part...Let's dance!!!

Need some help? Ask Jenna for song suggestions! Also, if you would like to have a song performed live, please request this in advance.

Bride & Groom First Dance	
Song Title: _____	Artist: _____
Bride & Groom Introduced As: _____	
Father / Daughter Dance	
Song Title: _____	Artist: _____
Mother / Son Dance	
Song Title: _____	Artist: _____
Throwing of the Bouquet	
Song Title: _____	Artist: _____
Removal of the Garter	
Song Title: _____	Artist: _____
Last Song	
Song Title: _____	Artist: _____
Would you like to have the man who caught the garter put it on the woman who catches the bouquet? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Song Title: _____	Artist: _____

What do you want to dance to?

Would you like the music to be clean (no swear words) <input type="checkbox"/> Yes <input type="checkbox"/> No			
CIRCLE what music you prefer. CROSS OUT what you do not like:			
Top 40	Country	Latin	Oldie's (50's & 60's)
Hip-Hop / Rap	Today's Rock	Indian / Bollywood	Soft Hits / Easy Listen
R&B / New Soul	90's Rock	Carribbean / Reggae	Contemporary / Alt.
Line Dance (cupid shuffle)	80's Rock	90's Dance	Big Bands / Swing
Mo-Town / Classic Soul	Soft Rock	80's Dance	Indie
	Heavy Metal	Electronic / House	

What ratio of upbeat to slow music would you prefer? _____ % Upbeat _____ % Slow

How would you like to handle song requests from your guests?

- Do not take song requests
- Requests are ok (but not genres that we crossed out and don't like)
- Play all songs requested

Must-play songs:

DO NOT PLAY songs: