



# 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:

\_\_\_\_\_ PM **Guest Arrive.** What time are the guests invited to the ceremony?

Music To Be Played:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ PM **Ceremony Begins.** What time will the wedding party begin to walk down the aisle?

Song For Wedding Party : \_\_\_\_\_

Song For "Here Comes The Bride": \_\_\_\_\_

Song For The Exit : \_\_\_\_\_

Songs for between ceremony & reception:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 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

\_\_\_\_\_

\_\_\_\_\_



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## Wedding Party (optional)

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

The last traditional dance, the wedding couple will dance together, as well as all of the couples in their wedding party

### 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: \_\_\_\_\_

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.

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

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.

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

## TYPES OF MUSIC YOU WOULD LIKE PLAYED:

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

## Special Requests:

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

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?

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

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.



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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: \$ \_\_\_\_\_

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