

Music & Memories DJ Service
Wedding Planner Worksheet

General Information

Bride's Name:	_____	Groom's Name:	_____
Phone:	_____	Email:	_____
Wedding Date:	_____	Reception Times:	_____ : _____ to _____ : _____
Reception Venue:	_____	Number of Guests:	_____
Room Name:	_____	Contact Person:	_____
Guest Arrival:	_____	Bridal Party Arrival:	_____
Photographer:	_____	Videographer:	_____
DJ Attire:	_____	What floor is the room on?	_____
Indoor/Outdoor:	_____	Is there an elevator?	_____

Reception Information

Cocktail Music	☐ Yes ☐ No	Cocktail Music Type:	_____
Dinner Music	☐ Yes ☐ No	Dinner Music Type:	_____
Introductions	☐ Yes ☐ No	Introduction Music	_____
Toast	☐ Yes ☐ No	Toast By:	_____
Blessing	☐ Yes ☐ No	Blessing By:	_____
Dinner Served	☐ Yes ☐ No	Style (Buffet, Family, Other)	_____
Cake Cutting	☐ Yes ☐ No	When (Before Dinner, After Dinner)	_____
Bride and Groom Dance	☐ Yes ☐ No	Bride and Groom Song	_____
Bride and Father Dance	☐ Yes ☐ No	Bride and Father Song	_____
Groom and Mother Dance	☐ Yes ☐ No	Groom and Mother Song	_____
Bridal Party Dance	☐ Yes ☐ No	Bridal Party Song	_____
Bouquet Toss	☐ Yes ☐ No	Bouquet Song	_____
Garter Removal	☐ Yes ☐ No	Garter Removal Song	_____
Garter Toss	☐ Yes ☐ No	Garter Toss Song	_____
Last Dance of Evening	☐ Yes ☐ No	Last Dance Song	_____
Other Special Dances	☐ Yes ☐ No	List Special Dances	_____
Allow the DJ to take requests?	☐ Yes ☐ No		