



## Ceremony Planning Worksheet

Couple Name: \_\_\_\_\_

**Ceremony Location:** \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Directions (attach map if necessary): \_\_\_\_\_

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

Name of Contact Person at Site: \_\_\_\_\_

Is Power Available within 25' Of Ceremony?: ( )Yes ( )No

Is Cover Provided for DJ? ( )Yes ( )No

Officiants Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

Estimate Length of Ceremony? \_\_\_\_\_

Will there be any live musicians/singer performing at the ceremony?

( )Yes ( )No

Musician's Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

**Time Guests Will Start Arriving:** \_\_\_\_\_

### Prelude Music:

Artist	Song



# Frederick

# DJs

You've Heard the Rest – Check out the BEST

Will Groomsmen be processing with Bridesmaids? ( ) Yes ( ) No

Who will be last couple/Person to process before Bride? \_\_\_\_\_

**Processional Music:**

Artist	Song
Wedding Party:	
Bride:	

Will there be any Special Events?

(I.e. candle lighting/sand ceremony) ( ) Yes ( ) No

**Special Ceremony Music:**

Artist	Song

Will there be any Readers? ( ) Yes ( ) No

Reader 1 Name: \_\_\_\_\_

Reader 2 Name: \_\_\_\_\_

**Recessional Music:**

Artist	Song



# Frederick *DJs*

You've Heard the Rest – Check out the BEST

## Event Menu

Name: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Best Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Place of Performance:** \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Contact Person at Hall: \_\_\_\_\_ Email: \_\_\_\_\_

Room Name: \_\_\_\_\_ Stairs( )Yes ( )No Elevator( )Yes ( ) No

A 6 Foot Skirted Table will be Provided ( )Yes ( ) No

Address of Hall: \_\_\_\_\_

Directions to Hall(attach map if necessary): \_\_\_\_\_

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

Caterers Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Photographers Name: \_\_\_\_\_ Email: \_\_\_\_\_

**Performance Hours:** From \_\_\_\_\_ to \_\_\_\_\_

Please Describe the Dj personality you would like in Detail (Ie. Subdued, interactive, grumpy):

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

### Rate the Types of Music you would like to hear at your event:

(0-10 with zero meaning none and 10 meaning maximum concentration)

( ) Instrumental ( ) Big Band ( ) Polkas ( ) Rock ( ) Alternative

( ) Country ( ) 50's ( ) 60's ( ) 70's ( ) 80's ( ) 90's ( ) 2000's

( ) Top 40 ( ) Other: \_\_\_\_\_



**List the Recording Artists you and your guests would enjoy dancing to:**

(To allow your guests to make request, please do not exceed 8 artists)


**List any Special Songs you and Your Guests would enjoy dancing to:**

(To allow your guests to make request, please do not exceed 10 songs)

Song	Artist	Special Meaning

List any songs you DO NOT want played at your event:

Song	Artist

Would you like the DJ Direct Crowd Participation Activities ( )Yes ( )No

**Note: The setup time is 2 hours. The DJ's area must be cleared 2 hours in advance. PLEASE RETURN AT LEAST ONE MONTH PRIOR TO EVENT**



# Frederick *DJs*

You've Heard the Rest – Check out the BEST

## Wedding Procedures

DJ to introduce newlyweds as: \_\_\_\_\_

Brides 1<sup>st</sup> Name: \_\_\_\_\_ Grooms 1<sup>st</sup> Name: \_\_\_\_\_

Dinner Starts At(important for setup and dinner music): \_\_\_\_\_ Ends: \_\_\_\_\_

Announce Cake Cutting: ( ) Yes ( ) No Time: \_\_\_\_\_

Introduce wedding Party before dinner: ( ) Yes ( ) No Song \_\_\_\_\_

Bride and Groom Welcome : ( ) Yes ( ) No

Father of Bride Welcome : ( ) Yes ( ) No

Will Champagne be Served for Toasts: ( ) Yes ( ) No ( ) Head Table Only

Introduce Best man for Toast: ( ) Yes ( ) No Name: \_\_\_\_\_

Introduce Maid of Honor for Toast: ( ) Yes ( ) No Name: \_\_\_\_\_

Introduce Sayer of Grace ( ) Yes ( ) No Name: \_\_\_\_\_

Will Dinner Be Provided for the DJ's ( ) Yes ( ) No

Special Instructions to have Bride and Groom Kiss:(ie tap glasses, sing a song with love,Bride and Groom Trivia, Kissing Guests):  
\_\_\_\_\_

Approximate time to start the dancing: \_\_\_\_\_ Wedding Colors: \_\_\_\_\_

Song for Bride and Groom's first dance: \_\_\_\_\_

### Parent/Child Dances:

Father/Daughter Dance: ( ) Yes ( ) No Fathers Name: \_\_\_\_\_

Song: \_\_\_\_\_ Artist: \_\_\_\_\_

Mother/Son Dance: ( ) Yes ( ) No Mothers Name: \_\_\_\_\_

Song: \_\_\_\_\_ Artist: \_\_\_\_\_

Dollar Dance: ( ) Yes ( ) No Bride/Groom Shoe Game: ( ) Yes ( ) No

Anniversary Dance: ( ) Yes ( ) No

### DJ to perform following Bridal activities:

Bouquet Toss ( ) Yes ( ) No Garter Take Off: ( ) Yes ( ) No Garter Toss: ( ) Yes ( ) No

Garter Take off: ( ) Hands ( ) Teeth ( ) Crowd Choice



# Frederick

# DJs

You've Heard the Rest – Check out the BEST

## Wedding Party (First Names Only Please)

### Ushers

Relation	First Name

### Escorted By:

Relation	First Name

&  
&

### Flower Girl and

Relation	First Name

### Ring Bearer:

Relation	First Name

&

### Bridesmaids and

Relation	First Name

### Groomsmen (In order to be Introduced)

Relation	First Name

&  
&  
&  
&  
&

Maid Matron of Honor

Relation	First Name

Best Man

Relation	First Name

&

Introduce Brides Parents As: \_\_\_\_\_

Introduce Grooms Parents As: \_\_\_\_\_

DJ to introduce newlyweds as: \_\_\_\_\_

Brides 1<sup>st</sup> Name: \_\_\_\_\_ Grooms 1<sup>st</sup> Name: \_\_\_\_\_

### Background Info:

Groom's High School	_____	Grad. Year	_____
Bride's High School	_____	Grad. Year	_____
Groom's College	_____	Grad. Year	_____
Bride's College	_____	Grad. Year	_____