A close-up of a logo

Description automatically generated  
Wedding date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Couple\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Reception address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Venue coordinator and contact info\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ceremony start time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception start time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
When will the room be available for set up? VERY IMPORTANT! Set up times vary according to venue details   
 CEREMONY  
  
Is the ceremony in a different place than the reception? If I am providing ceremony music this will require a second sound system.  
  
Seating music Traditional or contemporary? Vocal or instrumental? Will you chose or should I?

Groom and Groomsmen to walk to what song?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
Bridesmaids to walk to what song?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 Processional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Recessional\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Any special music? Sand ceremony etc.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra microphone for reader? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Lapel mic for officiant will be provided. Please provide contact info for officiant  
  
Please give me time to sound check the officiant before we begin seating guests. This will only take a short few minutes.  
  
  
  
  
  
In what order to introduce the wedding party?

Bridesmaid Groomsman

1.

2.

3.

4.

5. Matron of honor  
6. Maid of honor Best man

If you have a larger wedding party please list it on a separate page. Be sure to give me phonetic pronunciations where necessary. We don’t want to embarrass anyone.  
  
What songs do you want the wedding party to walk in to? Separate songs or one song?  
  
  
  
  
  
  
What song do you want to be introduced with?  
  
How do you want to be introduced?

Will you have the first dances immediately following or after dinner?  
  
Will there be a blessing and if so who will be providing?

When will you have toasts and who will be toasting?  
  
Type of dinner service?

How would you divide the percentage of your attendees?

B**oomers  
Gen X**

Millennials

Gen Z

Gen Alpha  
  
What sort of music, considering all ages would you like? (circle)  
  
70’s disco, funk, classic hits, rock  
80’s classic hits, new wave/punk, rock, hip-hop, dance

90’s classic hits, rock, hip hop, edm, dance

2000to 2010 hits, rock, dance, edm, hip-hop, house

2010 to 2023 Hits, rock, dance, edm, hip-hop, house  
Country classic or modern  
Do you want the DJ to mix or do you want to hear the whole songs?

Do you want your first dances played all the way or cut short?  
  
What will be your first dance?  
  
Parent dances?

Parent dances?

Any other special dances?

Cake cutting song?

Bouquet song?

Garter song?

Last song of the night?

Please list any DO NOT Play songs here. Remember that guests will sometimes request one of these songs. May I ask your permission to play?

May I take requests?

Who are your favorite artists?

Do you want a specific mix of music for cocktail and dinner or shall I mix the genres up? Upbeat or slower?  
  
Do you want clean or explicit versions of dance music, or would you like me to start clean and transition as older people and children begin to leave?   
  
Here are some misc. questions and my requests to further compliment your reception.  
  
What colors are the groomsmen wearing so I can match mine to theirs as closely as possible?  
  
Please provide me with contact information for your photographer and/or videographer.  
  
When coordinating your seating plan please try to have me situated as closely as possible to the dance floor and do not seat older people next to the speakers. We do not them to uncomfortable with volume at any time. When tucked away in a corner it can become problematic as sound can end up blasting the tables closest to the audio in order to get it to the dance floor.

Please list a FEW of the songs you MUST hear. If they are great songs but not really dance floor songs I will play those songs during dinner.   
  
Please list any names to be introduced spelled phonetically where necessary.  
  
Additional information?