



*please return at least 2 week before your wedding (by email attachment or mail)*

## Wedding Planner

Mr.

Mrs.

Your Wedding Date:

Venue:

Address:

Phone:

Bride's Phone #:

Groom's Phone #:

Event Planner's name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

Your Photographer's name \_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

1. Is there electricity within 50 ft?
2. Make sure you have arranged for a table and linens for the DJ's table.

Is Prime Event DJ providing music/equipment for your wedding ceremony? \_\_\_\_\_

## Ceremony Planner

*Guests generally arrive about 30 minute early*

Do you need a wireless lapel make for the officiant or the bride/groom?

Exact location

Ceremony start time?

Music start time (usually earlier than ceremony start)?

## Your Music

Song or style for the Prelude (guests arriving and taking seats) \_\_\_\_\_

Song or style for the Pre-Processional (family members taking seats) \_\_\_\_\_

Song or style for the Processional (Bridal Party takes their places) \_\_\_\_\_

Song or style for the Bride's Entrance \_\_\_\_\_

Any music by the DJ during the ceremony? \_\_\_\_\_

Any microphones for readers or singers? \_\_\_\_\_

Song or style for your Recessional (you walk out as a married couple)? \_\_\_\_\_

Anything else? \_\_\_\_\_

*Please email Tim (tim@primeeventdj.com) for any questions*

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## Reception Planner

*Receptions tend to start about 15 minutes late*

### Details

Location:

DJ set up and start time:

Number of guests:

How much DJ interaction would you like?

End time:

### Your Music and Order of Events

*Please number them in order*

\_\_\_\_\_ Grand Entrance and song \_\_\_\_\_

\_\_\_\_\_ First Dance and song \_\_\_\_\_

\_\_\_\_\_ Blessing by \_\_\_\_\_

\_\_\_\_\_ Dinner and music style (or DJ's choice) \_\_\_\_\_

\_\_\_\_\_ Mother/Son Dance and song \_\_\_\_\_

\_\_\_\_\_ Father/Daughter Dance and song \_\_\_\_\_

\_\_\_\_\_ Toasts by \_\_\_\_\_

\_\_\_\_\_ Cake Cutting and song \_\_\_\_\_

\_\_\_\_\_ Bouquet Toss and song \_\_\_\_\_

\_\_\_\_\_ Garter Toss and song \_\_\_\_\_

\_\_\_\_\_ Last Dance(s) and song(s) \_\_\_\_\_

\_\_\_\_\_ Grand Exit and song \_\_\_\_\_

\_\_\_\_\_ Special Event (see below) \_\_\_\_\_

(Anniversary Dance, Dollar Dance, Hora, Kid's Dance etc...)

\_\_\_\_\_ Other \_\_\_\_\_

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Any do not play songs? \_\_\_\_\_

\_\_\_\_\_

Definite play songs? \_\_\_\_\_

\_\_\_\_\_

Play if possible songs \_\_\_\_\_

\_\_\_\_\_

### Your Introductions

*Please let me know what you want to hear from your DJ*

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

### Your Guests

Bride's Parent's names:

Groom's Parent's names:

Maid/Matron of Honor:

Best Man:

Bridal Party Names (bridesmaids, groomsmen, ushers, flower girl, ring bearer):

Is there anyone to recognize? (people who couldn't attend, people who traveled, etc.)

*Please email Tim ([tim@primeeventdj.com](mailto:tim@primeeventdj.com)) for any questions*