

WEDDING CEREMONY & RECEPTION PLANNER

GENERAL INFORMATION (Please cross out if not applicable)	
Date of Wedding:	Number of Guests:
Bride/Groom Name:	Bride/Groom Name:
Bride/Groom Email:	Bride/Groom Email:
Bride/Groom Cell:	Bride/Groom Cell:
Ceremony Start/End Time:	Cocktail Hour Start/End Time:
Dinner Start/End Time:	Reception Start/End Time:
Name of Venue:	On Site Contact:
Address of Venue:	Venue Telephone:
	Venue Email:
Name of Coordinator:	Color Theme:
Coordinator Cell:	Emergency Contact:
Coordinator Email:	Emergency Cell:

CEREMONY INFORMATION	
Location Area of Ceremony (i.e. designated room, outside area, etc. Please specify)	Time of Ceremony:
Are we providing music for the ceremony:	(Please circle one) YES NO
Will the ceremony be held in the same area as the reception? (Please circle one)	YES NO
Name of Officiant:	
Does the officiant require a microphone:	(Please circle one) YES NO
Other details:	

MUSIC FOR CEREMONY		
	SONG TITLE	ARTIST
Processional 1		
Processional 2		
Interlude (Unity Candle, Other)		
Recessional		

Special Notes:

COCKTAIL HOUR

Please describe the types of music you would like played during the cocktail hour. Examples include jazz, rat pack, soft rock, new age, chill, classic pop, contemporary pop, alt rock, piano, slow country, etc.

Will the cocktail hour be held in a different part of the venue? (Please circle one) YES NO

At what time should guests be asked to be seated for dinner?

WEDDING PARTY INTRODUCTIONS

Please fill in the names of the wedding party if you would like to be introduced. If the pronunciation of the name is not obvious, please include a phonetic spelling. The wedding party is traditionally introduced in the following order, but feel free to re-arrange them as you wish.

Bride/Groom Parents:

Bride/Groom Parents:

Are the parents to be introduced with the wedding party? (Please circle one) YES NO

Flower Girl Name(s):

Ring Bearer Name(s):

Junior Bride/Groom:

Junior Bride/Groom:

Bridesmaid

Escorted by

Groomsman

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Name:

Maid/Matron of Honor:

Best Man:

Newlyweds announced as:

Other details:

Are you having a cake cutting? YES NO (please circle one)

Name of your photographer: _____

Name of your videographer: _____

SPEECHES/TOASTS		
NAME	TITLE	START TIME
Name of person giving welcome message:		
Name of person giving blessing:		
What time is dinner served?		Is dinner a buffet, sit down or family style?

RECEPTION SCHEDULE & SONG CHOICES (leave blank if you are skipping a part)			
EVENT	START TIME	SONG TITLE	ARTIST
Grand March (WP)			
Grand March (B&G)			
Cake Cutting			
Photo Blitz			
First Dance			
Father/Daughter Dance			
Mother/Son Dance			
Dance Floor Kick Off			
Bouquet Toss			
Garter Toss			
Generations Dance			
Last Dance			
Last Call			

TOP 10 MUST PLAY LIST	
Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

May guests request songs?	(Please circle one)	YES	NO
Do you want any slow dances played?	(Please circle one)	YES	NO
Are there any special instructions or announcements you would like for me to make during the dance segment of reception:			

SONG REQUEST LIST	
(Note: By default I always play the clean version of songs. Please indicate whether you prefer the explicit version of a particular song)	
Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	
11)	
12)	
13)	
14)	
15)	
16)	
17)	
18)	
19)	
20)	
21)	
22)	
23)	
24)	
25)	
26)	

27)	
28)	
29)	
30)	
31)	
32)	
33)	
34)	
35)	
36)	

DO NOT PLAY LIST	
Song Title:	Artist:
1)	
2)	
3)	
4)	
5)	
6)	
7)	
8)	
9)	
10)	

Notes:

I will keep a clipboard and a pen at my DJ booth for guests to make requests. While I try my best to play everything, I must also take into consideration the flow of the music and number of people dancing. The last thing we all want is a dance floor killer!

I also ask that guests not walk inside of or stand behind me in my DJ area. I have a lot of cables and gear on the floor that can be a tripping hazard.

Contact:

DJ Pete Flessas

Cell: 414-324-1954

Email: djpete.wi@gmail.com

Web: www.djpete.net