

## WEDDING CEREMONY & RECEPTION PLANNER

GENERAL INFORMATION	
Date of Wedding:	Number of Guests:
Bride's Name:	Groom's Name:
Bride's Email:	Groom's Email:
Bride's Cell:	Groom's 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:
How would you like for the DJ to dress?	

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		
EVENT	SONG TITLE	ARTIST
Processional 1 (Wedding Party)		
Processional 2 (Bride)		
Interlude (Unity Candle, Other)		
Recessional		
Special Notes:		

### BRIDAL 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. NOTE: By default we only announce first names.

Parents of the Bride:	Parents of the Groom:
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Are the parents to be introduced with the bridal party? (Please circle one)      YES      NO

Flower Girl Name(s): Ring Bearer Name(s):	Ushers:
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Bridesmaid	Escorted by	Groomsman
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Name:	Name:	Name:
Maid/Matron of Honor:	Best Man:	

**Bride & Groom announced as:**

Other details:

### COCKTAIL HOUR / DINNER

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, slow country, etc. Spotify playlists are also acceptable. Please make sure you email your Spotify link to me at least a week out from your event.

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? \_\_\_\_\_ Am I dismissing tables? \_\_\_\_\_

Please describe the type of music you would like played during DINNER: \_\_\_\_\_

### SPEECHES/TOASTS

NAME	TITLE	START TIME

Would you like an open mic for additional toasts from relatives and friends? YES NO		
Name of person giving welcome message:		
Name of person giving blessing:		
What time is dinner served?		
Is dinner a buffet, plated or family style?		

RECEPTION SCHEDULE & SONG CHOICES			
EVENT	START TIME	SONG TITLE	ARTIST
Grand March (WP)			
Grand March (B&G)			
Cake Cutting			
First Dance			
Father/Daughter Dance			
Mother/Son Dance			
Other Special Dance			
Dance Floor Kick Off			
Bouquet Toss			
Garter Toss			
Generations Dance			
Other			
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 songs with explicit lyrics okay?	(Please circle one)	YES	NO
Any special instructions during dance segment of reception:			

<b>SONG REQUEST LIST</b>	
<b>(Note: By default I always play the clean version of songs. Please indicate whether you prefer the explicit version of a particular song)</b>	
<b>Song Title:</b>	<b>Artist:</b>
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)	

**ADDITIONAL NOTES:**

1. Having done hundreds of weddings, I suggest not worrying too much about the exact time frames. Weddings naturally involve a lot of ebb and flow with guests chatting, taking photos, ordering drinks, eating, etc. Treat the timeline as a flexible guide rather than a strict schedule. Relax and enjoy the evening with your friends and family! Your photographer and I will ensure everything moves along smoothly.
  
2. I recommend scheduling toasts after all guests have been served and have had something to eat. Guests are more attentive with full stomachs, making for a better toast experience. I will monitor the situation and cue you when it's a good time to begin the toasts.
  
3. For the toasts, please have your speakers print their notes on paper instead of reading from their cell phones. Using a wireless microphone, cell phones held too close can cause signal interference. Additionally, I request that speakers handle my equipment carefully and refrain from using the microphone as a prop (e.g., dropping it for comic effect). Believe me, it happens! :)
  
4. For safety reasons, guests should not walk behind my DJ stand to make requests, as there are cables on the floor that could cause tripping. Instead, a clipboard and pen will be provided at the front of my DJ stand for any song requests.
  
5. As the DJ my job is to keep the dance floor packed all night. Accordingly, I will do my best to mix in your musical selections to keep it interesting. I will work my magic. The last thing we want is an empty dance floor!

**Contact:**

DJ: Pete Flessas  
 Cell: 414-324-1954  
 Email: djpete.wi@gmail.com  
 Web: www.djpete.net