

Wedding General Information

Event Date: _____/_____/_____

Bride's Name: _____ Groom's Name: _____

How would you like to be announced on your wedding day?
(I.E Mr. and Mrs. Smith, Mr. and Mrs. John Smith, Mr. and Mrs. John and Jane Smith)

Venue Name: _____

Address: _____
_____.

Coordinator Information: Name: _____

Venue Staff Phone Number: _____ - _____ - _____

Private Event Planner Email: _____

Expected # of Guests: _____

Do You have a theme or color scheme? _____

Dress Code: Casual Semi-Formal Formal

Which parts of your wedding will you be needing our services for?

Ceremony Cocktail Hour Reception

Will all parts of your wedding be at the same location? If not, Explain.

Ceremony Coverage Information

Ceremony Location: _____

Officiant Information- Name: _____

Phone: _____

Services Needed

(Circle all that apply)

Music	Microphones	Wedding Arch/Backdrop
Tables	Folding Chairs	Chiavari Chairs
Inputs for Musicians	Lighting	Other

_____AM/PM Guests Arrive

_____AM/PM Ceremony Start Time

Which song would you like played as the groom and bridal party walk down the aisle?

Song: _____ Artist: _____

Which song would you like played as the bride walks down the aisle?

Song: _____ Artist: _____

Which song would you like played when you exit the ceremony?

Song: _____ Artist: _____

_____AM/PM Ceremony Ends

Cocktail Hour Coverage Information

Cocktail Hour Location: _____
_____.

_____AM/PM Cocktail Hour Begins

Services Needed (Circle all that apply)

Background Music	Microphones	High Top Cocktail Tables
Bartender	Mobile Bar	Specialty Servers
Tables	Folding Chairs	Chiavari Chairs
Photo Booths	Backdrops	Balloon Arrangements
Inputs for Musicians	Uplighting	Other _____

What type of music would you like played during cocktail hour? Circle all that apply

Instrumental	Jazz	R&B/Love Songs	Pop/Top 40s	Hip Hop
Country	Rock	Latin Pop	Reggaeton	Salsa
Merengue	Bachata	Reggae	Soca/Dancehall	Kompa
Other _____				

Will there be any musicians, singers, or bands playing during cocktail hour?

Yes No If Yes, What type of performer? _____

Contact Info Name: _____

Phone: _____.

_____AM/PM Cocktail Hour Ends

Reception Timeline

***If you wish to not participate in any of the following formalities, mark an X in the time slot.

_____AM/PM Reception Start Time

_____AM/PM Grand Entrances

*****Please mark an X next to any group you DO NOT want introduced.**

<u>Mother of Bride</u>	Escorted By	<u>Father of bride</u>
Name _____		Name _____
Song: _____		Artist: _____

<u>Mother of Groom</u>	Escorted By	<u>Father of Groom</u>
Name _____		Name _____
Song: _____		Artist: _____

<u>Flower Girl</u>	Escorted By	<u>Ring Bearer</u>
Name _____		Name _____
Song: _____		Artist: _____

<u>Maid of Honor</u>	Escorted By	<u>Best Man</u>
Name _____		Name _____
Song: _____		Artist: _____

<u>Bridal Party</u>	
_____	Escorted By _____
_____	Escorted By _____
_____	Escorted By _____
_____	Escorted By _____
_____	Escorted By _____
_____	Escorted By _____

Bride and Groom

Song: _____ Artist: _____

_____AM/PM FORMAL DANCES

First Dance

Song: _____

Artist: _____

Father/Daughter Dance

Song: _____

Artist: _____

Mother/Son Dance

Song: _____

Artist: _____

Other _____

Song: _____

Artist: _____

_____AM/PM MEAL SERVED

What type of music would you like played during dinner?

Circle all that apply

- | | | | | |
|--------------|---------|----------------|----------------|---------|
| Instrumental | Jazz | R&B/Love Songs | Pop/Top 40s | Hip Hop |
| Country | Rock | Latin Pop | Reggaeton | Salsa |
| Merengue | Bachata | Reggae | Soca/Dancehall | Kompa |

Other: _____

_____AM/PM Toasts

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

_____AM/PM DANCE FLOOR OPENS

****PLEASE provide a music request list, apple music/spotify playlist, or description of the music that you would like to be played for the dancing portion of the night! Please send to your DJ >7 days before your event. Please send all lists to info@jsentertainmentfl.com*

_____AM/PM BOUQUET AND GARTER TOSS

Groom Removes Garter from Bride

Song: _____

Artist: _____

***DJ will welcome all single men to dance floor and groom will toss garter.

***DJ will welcome all single ladies to dance floor and bride will toss bouquet.

Single Man and Woman- Place Garter on Woman Slow Dance

Circle your choice....

Song: _____

Artist: _____

_____AM/PM CAKE CUTTING

ANNOUNCED

SILENT

Song: _____

Artist: _____

_____AM/PM GAMES

Please specify any specific games that you would like to play.

(I.E The Shoe Game, Guest Questionnaire, Etc.)

_____AM/PM OTHER FORMALITY / PERFORMANCE

_____AM/PM OPEN MIC FOR ANYONE WISHING TO SAY A FEW WORDS

_____AM/PM FINAL SONG OF THE NIGHT

Song: _____

Artist: _____

_____AM/PM WILL YOU BE DOING A FINAL SEND OFF?
(I.E Sparklers, Bubbles, balloons, Confetti, Etc.)

YES NO

Please Explain: _____.

Notes
