



SBC
EVENT SERVICES

PLANNING SHEET

DATE OF FUNCTION: _____ LOCATION OF FUNCTION: _____

BRIDE'S NAME: _____ EMAIL: _____

PHONE (HM): _____ PHONE (CELL/PAGER): _____

GROOM'S NAME: _____ E-MAIL: _____

PHONE (HM): _____ PHONE (CELL/PAGER): _____

CONTACT NAME AND NUMBER FOR DAY OF THE WEDDING _____

BRIDE'S PARENTS NAME: _____

GROOM'S PARENTS NAME: _____

Contact name and number for the hall _____

MUSIC START TIME: _____ END TIME: _____ APPROX NUMBER OF GUESTS: _____

Colors of the wedding: _____

DJ'S PERSONALITY: OUTGOING MODERATE EASY GOING

LIGHTS OR OTHER SPECIAL REQUIREMENTS: YES NO

IF SO, WHAT? _____

SERVICES NEEDED

CHECK SERVICES PURCHASED

DJ Services

Photobooth Services

Ceremony Sound

Officiant Services

Up-Lighting

OTHER SERVICES

What are your favorite Radio Stations _____

What are your favorite Spotify Playlists _____



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SONG TO BE PLAYED DURING INTRODUCTION: _____

LIST OF ATTENDANTS

RING BEARER: _____ AGE: _____

FLOWER GIRLS: _____ AGES: _____

BRIDESMAIDS AND GROOMSMEN (Please list in order of entry)

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

_____ ESCORTED BY _____

MAID OF HONOR: _____ ESCORTED BY: (BEST MAN) _____

BRIDE AND GROOM TO BE ANNOUNCED AS: _____



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SPECIAL EVENTS AND ANNOUNCEMENTS

PRAYER BEFORE OPENING BUFFET: YES NO GIVEN BY: _____

WILL DJ BE DISMISSING TABLES: (anniversary card seating) YES NO ORDER: : _____

PLEASE INDICATE NUMERICALLY IN WHICH ORDER YOU WOULD LIKE THESE FUNCTIONS PERFORMED PLACE X NEXT TO EVENTS YOU MAY NOT INCLUDE.

(EVENTS ARE CURRENTLY IN THE SUGGESTED ORDER WHICH FLOWS SMOOTHLY, BUT FEEL FREE TO CHANGE IT)

____ ANNOUNCEMENT OF AVAILABLE BEVERAGES AND HORS D'OEUVRES

____ ARRIVAL INTRODUCTIONS

____ CAKE CUTTING

____ BLESSING OF THE MEAL • GIVEN BY: _____

____ OPENING BUFFET

____ TOAST GIVEN BY: _____

____ BRIDE AND GROOMS FIRST DANCE TITLE: _____ ARTIST: _____

____ FATHER / BRIDE DANCE TITLE: _____ ARTIST: _____

____ MOTHER / GROOM DANCE TITLE: _____ ARTIST: _____

____ WEDDING PARTY DANCE TITLE: _____ ARTIST: _____

____ DOLLAR DANCE

____ ANNIVERSARY DANCE TITLE: _____ ARTIST: _____

____ BOUQUET TOSS TITLE: _____ ARTIST: _____

____ GARTER TOSS TITLE: _____ ARTIST: _____

____ PHOTO IMPOSSIBLE / SHOE GAME / OTHER GAMES PLEASE LIST

PLEASE MAKE SURE TO LIST ANY OTHER SPECIAL REQUEST (USE ADDITIONAL PAPER IF NEEDED)
