

Wedding Planner



Contact Information

Who is the celebration for?

Bride and Groom

Bride and Bride

Groom and Groom

Bride(s) & Groom(s) First & Last Names:

Event Date:

Bride or Groom's Phone Number:

Email:

Which One of You Should We Contact:

Best Time to Contact You:

Bride or Groom's Age:

Other Bride or Groom's Age:

Bride or Groom's Parent(s) Name(s):

Other Bride or Groom's Parent(s) Name(s):

Coordinator / Planner Phone Number:

Coordinator / Planner Email:

Name of Venue:

Please list the details of the location or building in which the event is taking place. i.e. Radisson Hotel Banquet Room, 2nd floor, no elevator present.

Venue/Event Address:

Venue Phone Number:

Event Day Contact Person:

Please include the contact name and details for the person in charge of setting up and coordinating the event. (So we know where to go and where to setup at the venue) **DJ Planner / Event**

Information

Ceremony & Reception Same Place?

Yes

No

Ceremony Location:

Please include address if different from reception and the location/area at the venue. Also, is it in-door or out-door?

Ceremony Time:

Ceremony Services Needed by DJ?

Yes

No

Do you need our microphone or P.A. System? Do you need us to play ceremony music?

NOTE: Please make sure there is power outlets or extension cords within 20 feet from where the DJ will setup IF we are providing Ceremony Music for you.

Ceremony Details and Music Wanted: Prelude:

Processional (Wedding Party):

Processional (Bride Entrance):

Sand / Unity Candle:

Recessional:

Postlude:

We typically play romantic instrumentals of popular love songs while your guests are being seated (**Prelude**). If you want some specific songs for that time, let us know. We start playing music about 20 minutes before the ceremony or when guests start to arrive.

Please include which wedding party members will be walking in to which song(s) (**Processional**), sand or unity candle song and song to play after the bride and groom are pronounced husband and wife by the officiant (**Recessional**). You may also choose to have a song that plays as guests exit the ceremony space (**Postlude**).

***NOTE:** If you want your guests to hear your vows, please ask your officiant to hold the mic near you or pass it to you. Many officiants don't do this. It is up to you if you want to say it over the mic or not of course.
Bride /Groom Arrival Time at Ceremony:

Bride /Groom Arrival Time at Reception:

Cocktail start time:

Dinner Start Time:

Dance Start Time:

Dance End Time:

DISCLAIMER: Microphone failure practically never happens, but like every single electronic item on the planet, it will fail or quit working at some point. We do always have a backup mic, but if the cordless mic is being used, and it quits working or is not working properly, in most cases the event will have to continue as is, without a microphone. We can't run cables far enough in most cases to replace our cordless mic with our backup corded mic.

We have a "NO DROP" policy for ALL of our equipment. If it is dripping or raining at any level it can wreck nearly any piece of our equipment... from camera's to speakers and microphones. We CAN'T take any chances if it is going to rain. If rain occurs during any part of an event... we must shut down immediately no matter what! If we are completely covered by a shelter (including mic) then we are safe of course.

What Time Should The DJ Setup:

We like about an hour and a half to setup.

DJ Setup Location:

Please include which room at the venue and where in the room. Also, is it in-door or out-door?

How Would You Like Your DJ to Dress:

Formal Male DJ: A suite or formal button up shirt with tie or bow tie. **Female DJ:** A dress or business suit style outfit.

Semi Formal DJ Polo, Dress Pants and Dress Shoes.

Casual Still looks nice, but can wear shorts/jeans and tennis shoes.

Reception/Event Details

Number of Guests:

Guest Ages (APPROX. how many in each age group):

Under 10:

10-21:

21-49:

Over 50:

Will Alcohol Be Served?

Yes

No

Would You Consider Yourself or Your Family Religious:

How Do You Feel About Explicit Lyrics?

Keep the music as clean as possible

Later in the night they are fine

We don't care, explicit is fine

Social or Cocktail Music Needed By DJ?

Yes

No

Social Music Type:

Oldies: Slower to more up beat the closer it gets to the Dance.

Smooth Jazz: Artists like Diana Krall, Frank Sinatra & Norah Jones.

Romantic Instrumentals: Traditional Love songs like "Kiss From A Rose" and "Unchained Melody" without the words of course.

Mix: A mix of Easy Listening and Smooth Jazz. Artists like Michael Buble & Jack Johnson.

Dinner Music Needed by DJ:

Yes

No

Keep in mind that depending upon where we are setup, it may be hard for everyone to hear without it being too loud for those seated closest to our system.

Dinner Music Type:

Oldies: Slower to more up beat the closer it gets to the Dance.

Smooth Jazz: Artists like Diana Krall, Frank Sinatra & Norah Jones.

Romantic Instrumentals: Traditional Love songs like "Kiss From A Rose" and "Unchained Melody" without the words of course.

Mix: A mix of Easy Listening and Smooth Jazz. Artists like Michael Buble & Jack Johnson.

Dinner or Social Music in a Different Room / Area?

Yes

No

Prayer or Blessing Before the Meal?

Yes

No

Need Our Mic for The Prayer/Blessing?

Yes

No

Need Our Mic for Toasts/Speeches?

Yes

No

It usually works best to use the venues mic (or house mic) for toasts and speeches because they usually have speakers all around the room. We are usually in the corner or at an end which means the people at

the far end may have a hard time hearing.

What Type of Meal?

Individually Served

Family Style

Buffet

Hors d'oeuvres

None Grand March? Introductions? YesNo A grand March is introducing the Wedding Party to your guests as you arrive at the reception. It has also been done just before the Bride and Grooms first dance and other times throughout the event.

Keep in mind that it is often hard to keep the Wedding Party together, so planning is important. If you choose to play a song or do something creative with it, it may be difficult to hear each persons name when they are announced. Also, some people choose to just have first names announced. If the Venue (Reception Hall) has a microphone (p.a. system) it often times works better for the DJ to use their system because we are usually in the corner or off to the side which can make it hard for guests in the back to hear our microphone.

Some choose to just have the Bride and Groom introduced when they arrive. "Please help me in welcoming the new Mr. & Mrs..."

Grand March Time:

Grand March Song:

If you choose to have a song played during the march, it can be difficult to hear each persons name when they are announced, but it also can make it more fun for the wedding party and guests.

Bridal Party Names in Order (If Applicable):

Example:

Jill - Bridesmaid & Rick - Groomsman

Carra (Pronounced Car-ah) - Bridesmaid & Jim - Groomsman

It can be very difficult to get everyone's full name correct. The DJ nearly always says FIRST names only. Typically, guests will look at the program if they want to know last names.

Dances

Please List Song Title and Song Artist when listing songs.

Describe Your Perfect DJ:

Your Favorite Type of Music:

Family's Favorite Type of Music:

Does Your Family/Friends Typically Like to Dance:

First Dance?

Yes

No

It is a good idea to inform family and friends about what dances are expected of them and when they will occur so they are ready and aware that they will be involved. Some slow songs are several minutes long, if you would like us to shorten or fade some long songs early, just let us know.

First Dance Song:

First Dance Time:

Most people do their first dance and any other special dances (such as the Father/Daughter dance) to start off the dance portion of the reception, but some choose to do their first dance later in the evening. *** In the past, it has worked best to do the First Dance after the meal to start the dance portion of the reception. It gives the dance an official start and that's what most guests seem to be used to.

Father/Daughter Dance?

Yes

No

Father Daughter Song:

Mother/Son Dance?

Yes

No

Mother Son Song:

Wedding Party Dance?

Yes

No

Wedding Party Song:

Typically a slow song for all the members of the wedding party. Some choose to just do a fast song. Keep in mind that it is tough to gather the entire wedding party to do this dance.

Would You Like Us To Fade The First Songs Out Early?

Yes

No

Often times the First Dance, Father/Daughter and Mother/Son songs are a few minutes long. Most people find that 2 minutes or so of the song is plenty of time to complete these dances. So if you want, we will fade the songs out early so the dances aren't so long.

First Open Dance Floor Song:

After all the first special dances are done and we open the dance floor (let the guests know they can join and are free to dance), is there a specific song that you would like or think would be good to get the dance started?

Leave This Field Blank if you want the DJ to choose.

Other Special Dances:

What is More Important to You During the Dance?

- a. Play songs my fiance and I want first no matter what, even if people aren't dancing, it is our day we want to hear our music.
- b. Play all of our requests, but fit in guest requests even if all of ours don't get played.
- c. Let the DJ roll with it. Take and play guest requests that are dance-able and appropriate, choose the best dance songs possible and fit in as many of our requests when they will work, even if all our requests don't get played. **(Highly recommended to get the best results)**

Comments:

Our DJ's are trained and prepped for playing the best possible dance songs to keep people dancing and having fun.

Given the freedom for them to navigate the requests and choose music has always gotten the best results if you want guests to dance. Events where the DJ is provided a full set of requests ahead of time can be a major challenge. Guests will request songs and can get VERY adamant about her their requests or wanting the DJ to stray from provided play-lists. It is your day, so do what will make you happy!

It is great to provide a list of 10-20 of your favorite / must play songs when you choose the "Let the DJ roll with it" option. It gives the DJ a good idea of what you like and can make sure must plays get played for you.

Keep in mind that everyone has different tastes in music, some more "odd" than others. Often times slow songs get requested more than dance songs so it can hinder the dance due to too many songs that people can't dance to. We recommend allowing the DJ to "use their best judgment". You can request anything you want anytime of course.

Song Requests:

If you have a list of requests ready, you can paste / enter them here. You can also email them to us. Just paste them into an email or send an Excel file (preferred).

Bouquet Toss?

Yes

No

Bouquet Toss Song:

Garter Removal?

Yes

No

Garter Toss?

Yes

No

Garter Removal & Toss Song:

Dollar Dance?

Yes

No

Typically, guests pay a dollar or a few dollars to dance with either the Bride or Groom. The Best Man and Maid of Honor collect the money from the guests. Note: it is a good idea to only allow about 30 seconds to dance with each paying guest, otherwise it can be a very long dance.

Dollar Dance Music Type:

We have a variety of classic slow dance and romantic songs that we typically use, but if you would like something specific, let us know.

Specific Songs for Dollar Dance:

We can choose if you like.

NOTE: The following common songs and participation dances often times work the best to get people on the dance floor and are almost always requested.

Chicken Dance:

Electric Slide:

Macarena:

Baby Got Back:

Cupid Shuffle:

Cha Cha Slide:

Hokey Pokey:

YMCA:

Harlem Shake:

Wip Nae Nae:

Wobble:

Gangnam Style:

Would You Like to Have a Last Dance?

Yes

No

Last Dance Song:

Typically a slow song for all the members of the wedding party. Some choose to just do a fast song. Keep in mind that it is tough to gather the entire wedding party to do this dance.

Will a Meal Be Provided for the DJ?

A plate would be greatly appreciated, but we do not require that a meal be provided. If a meal is not provided, please let us know so we can make other arrangements.

Other Notes & Comments:

DJ Needs & Requirements

Things for the DJ and Setup.

Table With Skirt & Chair:

We prefer a table be provided, a 4 to 8 foot table with skirt to match the rest of the decor is ideal. If a table cannot be provided, please let us know so we bring one with us. A chair is also nice for any down time so the DJ can get off of their feet.

Will a Table Be Provided?

Yes

No

Space: We prefer an area of about 18'-21' wide by 9'-10' deep.

If we are showing the slide show or video, there needs to be extra room for the screen and projector as well.

Power: A full outlet (two plug-ins) is a must in most cases. Preferably on it's own breaker. We also need a 110v outlet (typical outlet), we do not have converters for a 220v outlet.

Photo Booth Planner

NOTE: If we are not providing a Photo Booth, skip this section

DISCLAIMER: The Photo Booths use several types of electronics. In the very rare instance when a device or software should fail, we can still take pictures. It is simply not feasible for us to provide backup of all of the equipment at every event. If any equipment should fail, after the event, you will still get all the printed pictures, digital print files and original pictures. We will help to organize the prints and you can send out strips with your thank you's to your guests. We can also still post them online so everyone can still view and share them as well. Just be aware that it is very rare for something to malfunction, but it is out of our control if it does.

We have a "NO DROP" and "NO WIND" policy for ALL of our equipment. If it is dripping, raining or windy at any level it can wreck nearly any piece of our equipment. We CAN'T take any chances. If rain occurs or it gets windy during any part of an event, we must shut down immediately no matter what! If we are completely protected by a shelter then we are safe of course.

Where Should We Setup The Booth:

It works best to have the booth in the same room as the rest of the activities or dance. If it is not in the same room some people never use the booth and may not know it is event there. If we are Ding as well, we like to have the booth near the dance floor to keep people involved with both activities - DJ and photo booth.

What Type of Floor Will We Be On:

We just want to know if we will be on carpet or wood floor, etc?

What Time Should We Setup:

We like about an hour and a half to setup. If it is ok with you and we aren't in the way, we can set up during the meal or other activities.

What Time Should We Open The Booth:

We typically run the booth at the beginning of the dance (or right after any first dances, etc) if there is a dance.

Hours of Operation:

We HIGHLY RECOMMEND running the booth at the beginning of the dance (or right after any first dances, etc) if there is a dance.

If you want to split time that the booth is open, please indicate it. Example: Open from 6-7pm, then open from 8-10pm. Having the booth open during social / cocktail time can be very hit or miss. Sometimes it works great and other times no one uses it at all. Split time must be reasonable. At most 2 hours of downtime between sessions.

Booth & Photo Options

Do You Want to Use Props? (hats, wigs, glasses, etc)

Yes

No

Would You Like a USB Drive With All The Hi Res Photos on it?

Yes

No

Do You Want an Album/Scrap Book?

Yes

No

Use Our Provided Scrap Book or Do you have your Own?

Currently, we only provide wedding themed scrapbooks.

IF you provide your own scrapbook, we **do not** provide supplies; **for example: PENS, GLUE STICKS or TAPE.**

Our scrapbooks are 8x8 inches. 10 pages (20 sides) are included with the scrap book. Pages are white and have sheet protectors. We include silver markers and 2 sided tape IF you use our scrap book.

Please Describe How You Want The Album or Scrap Book Put Together:

Please Explain: if you want 1 picture put in the book and a copy to go to each guest; how will the pictures be put into the book; do you want the guests yo write a message in the scrap book?

NOTE: The Photo Booth attendant is sometimes very busy, they try to tell each group to put a strip in the scrap book, but sometimes it is too hectic to do so.

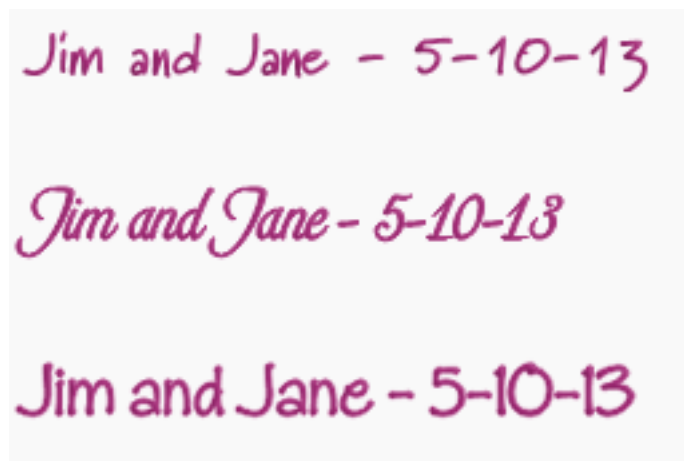
FYI: The Booth Prints Classic Strips (2"x 6" - 2 strips print each time on a 4"x 6" print)

With this option, each group will get a 4"x 6" print that can be cut down to two strips. Final cut-down picture size is 2"x 6". We will print extra 4"x 6" prints if needed for a scrapbook and to make sure each guest gets a strip to take home with them.

Custom Text:

What would you like on the bottom of the prints? Many Choose Name(s) and date or event name.

Please Choose a Font You'd Like: 1: Marydale, 2: Marnie, 3: Zypty



Custom Text Color:

What would you like the color of the text to be on the bottom of the prints?

Print Background Color:

What would you like the background color to be? It can be any color... white is traditional.

Additional Booth Info

Will Tables Be Provided for Us?

Yes

No

You should provide a table if your guests will be putting pictures in an album/scrap book.

We also would like a small table for people to set their drinks on before entering the booth.

How Would You Like the Attendant to Dress?

Formal Male: A suite or formal button up shirt with tie or bow tie. **Female:** A dress or business suit style outfit.

Semi Formal Polo, Dress Pants and Dress Shoes.

Casual Still looks nice, but can wear shorts/jeans and tennis shoes.

Photo Booth Needs & Requirements

Tables With Skirt & Chair: We prefer a table be provided, a 4 foot table with skirt to match the rest of the decor is idea for guests to cut and prep their photos, scrap book, etc. If a table cannot be provided, please let us know so we bring one with us. In addition, it works great to have a small cocktail table near the booth so guests can set their drinks on before going into the booth. A chair is also nice so the person running the booth can rest during any down time. **Space:** We prefer an area of about 18'-21' wide by 9'-10' deep. We like to be setup in the main room and near the stage/entertainment if possible. We need about 8' x 10' for the booth itself and would like almost the same amount of room for a table and guests to collect, cut and manage pictures. **ALSO**, many times there is a line with people waiting to get into the booth so consider that when planning the location for the booth. We prefer an area of about 12'-18' wide by 9'-10' deep. We like to be setup in the main room and near the stage/entertainment if possible. We need about 8' x 10' for the booth itself and would like almost the same amount of room for a table and guests to collect, cut and manage pictures. **ALSO**, many times there is a line with people waiting to get into the booth so consider that when planning the location for the booth.

POWER — IMPORTANT: A full outlet (two plug-ins) is a must and it needs to be on it's own breaker. Power is very important and lack there of can cause major issues with the booth. We also need a 110v outlet (typical outlet), we do not have converters for a 220v outlet.

Photography Planner

NOTE: If we are not providing Photography, skip this section

DISCLAIMER: We have a "NO DROP" policy for ALL of our equipment. If it is dripping or raining at any level it can wreck nearly any piece of our equipment. We CAN'T take any chances. If rain or inclement weather occurs during any part of an event, we must shut down immediately no matter what! If we are completely protected by a shelter then we are safe of course.

Photo's You Would Like / Photo Ideas:

Photographer Time-line For the Day (*Start and End Times - Approximate*):

Is Flash Photography Allowed:
(*Some Churches and Venues Do Not Allow It*)

Event / Photo Locations:

(*If Different from above. Please Include All Locations and Location Details.*)

Hobbies and Interests You Share:
(*May help us to think of fun/unique photos and poses to do.*)

How Would You Like the Photographer(s) to Dress:

Formal Male: A suite or formal button up shirt with tie or bow tie. **Female:** A dress or business suit style outfit.

Semi Formal Polo, Dress Pants and Dress Shoes.

Casual Still looks nice, but can wear shorts/jeans and tennis shoes.

Other Notes / Comments:

Describe Your Ideal Photographer and Style:

Example: We want our photographer to be bossy and in charge. We like traditional style photos.

Example: We want a laid back photographer, focused on getting unique candid photos.

Family Portraits Desired: PARENTS

1. Bride + Groom + Bride's Parents
2. Bride + Bride's Parents
3. Bride + Bride's Mom
4. Bride + Bride's Dad
5. Bride + Groom + Groom's Parents
6. Groom + Groom's Parents
7. Groom + Groom's Mom
8. Groom + Groom's Dad

SIBLINGS

1. Bride + Groom + Bride's Siblings
2. Bride + Bride's Sister(s)
3. Bride + Bride's Brother(s)
4. Bride + Groom + Bride's Parents + Bride's Siblings
5. Bride + Bride's Mom + Bride's Sister(s)
6. Groom + Bride's Dad + Bride's Brother(s)

7. Bride + Groom + Groom's Siblings
8. Groom + Groom's Sister(s)
9. Groom + Groom's Brother(s)
10. Bride + Groom + Groom's Parents + Groom's Siblings
11. Bride + Groom's Mom + Groom's Sister(s)
12. Groom + Groom's Dad + Groom's Brother(s)
13. Bride + Groom + Bride's Parents + Bride's Siblings + Groom's Parents + Groom's Siblings

GRANDPARENTS

1. Bride + Groom + Bride's Grandparents
2. Bride + Bride's Grandma(s)
3. Bride + Bride's Grandpa(s)
4. Bride + Groom + Groom's Grandparents
5. Groom + Groom's Grandma(s)
6. Groom + Groom's Grandpa(s)
7. Bride + Groom + Bride's Grandparents + Groom's Grandparents
8. Bride + Groom + Bride's Parents + Bride's Siblings + Bride's Grandparents
9. Bride + Bride's Mom + Bride's Sister(s) + Bride's Grandma(s)
10. Groom + Bride's Dad + Bride's Brother(s) + Bride's Grandpa(s)
11. Bride + Groom's Mom + Groom's Sister(s) + Groom's Grandma(s)
12. Groom + Groom's Dad + Groom's Brother(s) + Groom's Grandpa(s)
13. Bride + Groom + Groom's Parents + Groom's Siblings + Groom's Grandparents
14. Bride + Groom + Bride's Parents + Bride's Siblings + Bride's Grandparents + Groom's Parents + Groom's Siblings + Groom's Grandparents

AUNTS, UNCLER, AND COUSINS

1. Bride + Groom + Bride's Parents + Bride's Siblings + Bride's Grandparents + Bride's Aunt(s) + Bride's Uncle(s) + Bride's Cousins
2. Bride + Groom + Groom's Parents + Groom's Siblings + Groom's Grandparents + Groom's Aunt(s) + Groom's Uncle(s) + Groom's Cousins

Time may not allow all of these photos to be taken.

Photo Delivery Preference:

- a. Send me JUST the best edited photos.
(For an all day shoot, this would be typically 200 - 300 photo files)
- b. Send me nearly all the photos with similar/duplicates removed.
(An all day shoot would be about 500 - 800 typically.)
- c. Send them all, even if they are not that great.
(This can be very overwhelming, an all day shoot could result in 800 - 1500 photos)

Meal Provided for Photographer: