



WEDDING WORKSHEET

*Please fill out ALL pages

*Return 30 days prior to event

1 WEDDING RECEPTION INFO

Reception Location: _____ Reception Date: _____

Reception Address: _____ Hall Phone: _____

Earliest Time for DJ Setup: _____ Guest Arrival Time: _____

Name of Coordinator: _____ Emergency Contact #: _____
(day of reception only)

DJ Starting Time: _____ Ending Time: _____

What time will dinner be served? _____

2 BRIDE AND GROOM INFO

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

After Wedding Address: _____ New Phone Number: _____

City: _____ State: _____ Zip: _____

3 WEDDING RECEPTION INFO

Maid/Matron of Honor: _____ Best Man: _____
(please circle one above)

Bridesmaids: _____ Escorted by Groomsmen: _____

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

5. _____ 5. _____

6. _____ 6. _____

7. _____ 7. _____

Bride's Parents: _____

Groom's Parents: _____

Flower Girls: _____ Ring Bearers: _____

Ushers: _____

4 THINGS THE DJ WILL NEED

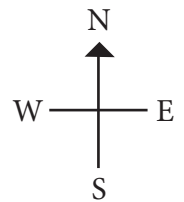
- Please include the DJ in the head count for dinner (receptions 4 hours or longer).
- One 6 or 8 foot table with tablecloth & skirting and set-up within 25 feet of an outlet.
- DJs prefer not to be on risers or portable stages and would like to be placed as close to the dance floor as possible.
- DJs will need a work area of 12ft x 8ft

5 CUSTOMER COMMENTS

Please include any additional comments or special events such as anniversaries or birthdays below:

6 MAP TO THE RECEPTION HALL FROM LANSING

Please attach or draw a detailed map in the space provided below.



7 GRAND ENTRANCE

Upon arrival we would like the following parties introduced into the room:

Bride and Groom Wedding Party Parents Ushers Flower Girls Ring Bearers

For introduction, please announce Bride and Groom as: _____

Entrance Song (if any): _____
Title Artist

8 TOASTS/BLESSING

A toast before dinner will be given by: Best Man Maid of Honor Other: _____

A Blessing will be offered by: _____

9 CAKE CUTTING

The cake will be cut: Before Dinner After Dinner

Cake cutting song: _____
Title Artist

10 DINNER MUSIC

Dinner music will be a mix of various instrumental pieces unless otherwise requested.

11 SPECIAL DANCES

The Bride & Groom will do their bridal dance: Upon Arrival After Dinner

Bridal Dance:

Bride & Groom will dance by themselves or please invite the following to join in 1/2 way through:

Please play a separat Wedding Party Dance:

Please include: Bridal Party Parents Flower Girl Ring Bearers Ushers All Guests

Yes No Father/Daughter Dance: _____
Title Artist

Yes No Mother/Son Dance: _____
Title Artist

12 BOUQUET & GARTER

Minimum age to participate? _____

Bride will toss the bouquet: Yes No Groom will remove & toss garter: Yes No

Person who caught garter will place it on the leg of the girl who caught the bouquet: Yes No