



Wedding Information

Please check and complete all the applicable sections

update 11/2014

Your Names: _____

Event Date: _____ Event Time: _____

Ceremony Information

Venue: _____

Address: _____

Contact: _____ Phone: _____

Start Time: _____ End Time: _____

Reception Information

Venue: _____

Address: _____

Contact: _____ Phone: _____

Start Time: _____ End Time: _____

Total number of guests attending: _____

Ages 0-17: _____ Ages 18-39: _____ Ages 40-59: _____ Ages 60 +: _____

Vendor Information

Planner: _____ Phone: _____

Photography: _____ Phone: _____

Catering: _____ Phone: _____

Officiant: _____ Phone: _____

Other: _____ Phone: _____

Event Options

Will we be involved in? (mark all that apply)

Ceremony | Reception

Rehearsal | Day/Time: _____

Will you want dance floor lighting? Yes | No

Will you want venue / room up-lighting? Yes | No

Will you prefer attire other than a suit & tie for the DJ? Yes | No

Will the DeeJay & Emcee have meals available? Yes | No

What are your colors? _____



Who's Who Information

Please check and complete all the applicable sections

Married Names, as you want to be announced: _____

Bride's Full Maiden Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Father's & Mother's Names (with partners, if applicable): _____

Grandparent's Attending: _____

Siblings / Other Family: _____

Groom's Full Name: _____

Mailing Address: _____

Email: _____ Phone: _____

Father's & Mother's Names (with partners, if applicable): _____

Grandparent's Attending: _____

Siblings / Other Family: _____

Bridal Party

Maid of Honor: _____

Flower Girl: _____

Best Man: _____

Ring Bearer: _____



Music and Events

Please check and complete all the applicable sections

Ceremony

- Prelude Music: _____
- Seating Family: _____
- Bridal Party: _____
- Bride's Entrance: _____
- Candle Lighting: _____
- Recessional: _____
- Other Notes: _____

Reception

Sunset Time _____

- Cocktail Music: _____
- Grand Entrance: _____

Introduce: Just Bride & Groom | The Bridal Party then Bride & Groom

- Will there be a blessing said before the meal (by whom): _____
- Dinner Music: _____
- Toasters: _____

- Cake Cutting: _____
- Bouquet Throw: _____
- Garter Throw: _____
- First Dance: _____
- Father / Bride: _____
- Mother / Son: _____
- Special Dances: _____
- Last / Exit Song: _____
- Other Notes: _____

Favorite Dance Music Station(s): _____

Please attach sheets as necessary with music must-plays, must-not-plays, and any other special requests.