

*Music & Memories DJ Service*  
*Wedding Planner Worksheet*

**General Information**

Bride's Name: _____	Groom's Name: _____
Phone: _____	Email: _____
Wedding Date: _____	Reception Times: _____ : _____ to _____ : _____
Reception Venue: _____	Number of Guests: _____
Room Name: _____	Contact Person: _____
Guest Arrival: _____	Bridal Party Arrival: _____
Photographer: _____	Videographer: _____
DJ Attire: _____	What floor is the room on? _____
Indoor/Outdoor: _____	Is there an elevator? _____

**Reception Information**

Cocktail Music	<input type="radio"/> Yes <input type="radio"/> No	Cocktail Music Type:	_____
Dinner Music	<input type="radio"/> Yes <input type="radio"/> No	Dinner Music Type:	_____
Introductions	<input type="radio"/> Yes <input type="radio"/> No	Introduction Music	_____
Toast	<input type="radio"/> Yes <input type="radio"/> No	Toast By:	_____
Blessing	<input type="radio"/> Yes <input type="radio"/> No	Blessing By:	_____
Dinner Served	<input type="radio"/> Yes <input type="radio"/> No	Style (Buffet, Family, Other)	_____
Cake Cutting	<input type="radio"/> Yes <input type="radio"/> No	When (Before Dinner, After Dinner)	_____
Bride and Groom Dance	<input type="radio"/> Yes <input type="radio"/> No	Bride and Groom Song	_____
Bride and Father Dance	<input type="radio"/> Yes <input type="radio"/> No	Bride and Father Song	_____
Groom and Mother Dance	<input type="radio"/> Yes <input type="radio"/> No	Groom and Mother Song	_____
Bridal Party Dance	<input type="radio"/> Yes <input type="radio"/> No	Bridal Party Song	_____
Bouquet Toss	<input type="radio"/> Yes <input type="radio"/> No	Bouquet Song	_____
Garter Removal	<input type="radio"/> Yes <input type="radio"/> No	Garter Removal Song	_____
Garter Toss	<input type="radio"/> Yes <input type="radio"/> No	Garter Toss Song	_____
Last Dance of Evening	<input type="radio"/> Yes <input type="radio"/> No	Last Dance Song	_____
Other Special Dances	<input type="radio"/> Yes <input type="radio"/> No	List Special Dances	_____
Allow the DJ to take requests?	<input type="radio"/> Yes <input type="radio"/> No		

**Bridal Party Introductions**

Parents of the Bride \_\_\_\_\_

Parents of the Groom \_\_\_\_\_

Usher(s) \_\_\_\_\_

Flower Girl & Ringbearer \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Bridesmaid & Groomsman \_\_\_\_\_

Maid/Matron of Honor & Best Man \_\_\_\_\_

Bride & Groom \_\_\_\_\_

**Must Play Songs:** These songs must be played during the Open Dance portion of the reception.

Song	Artist

**Must NOT Play Songs:** Under NO circumstances, even by guest request, should these songs be played.

Song	Artist

**Group Dances**

Please check the dances you are fine with having at your reception.

- |                                       |                                     |                                      |                                     |
|---------------------------------------|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="radio"/> Y.M.C.A.        | <input type="radio"/> Cha Cha Slide | <input type="radio"/> Electric Slide | <input type="radio"/> Chicken Dance |
| <input type="radio"/> Married Couples | <input type="radio"/> Shout         | <input type="radio"/> Hokey Pokey    | <input type="radio"/> Macarena      |
| <input type="radio"/> Chicken Dance   | <input type="radio"/> Cupid Shuffle | <input type="radio"/> Slap Leather   | <input type="radio"/> Other _____   |

**General Artists You Like/Dislike**

Artist	Like	Dislike

**How much should we play the following?**

Artist	A Lot	Some	None
BIG BAND & 40's			
BALLROOM			
50's AND 60'S ROCK AND ROLL			
CLASSIC BALLADS			
70'S AND 80'S ROCK AND ROLL			
MOTOWN/FUNK			
DISCO			
80'S RETRO			
80'S ALTERNATIVE			
90'S DANCE MUSIC			
90'S ALTERNATIVE			
OLD SKOOL			
COUNTRY			
CURRENT BALLADS			
RAP			
R&B			

**Additional Information**