

General Information:

Bride's name: _____	Groom's name: _____
Phone number: _____	Email: _____
Wedding date: _____	Reception times: _____
Banquet facility: _____	Facility phone #: _____
Room name: _____	Contact person: _____
Number of guests: _____	Floor (1st, 2nd): _____
Guests arrive: _____	Bridal party arrives: _____
Photographer: _____	Videographer: _____

Reception Highlights

Introduction/Grand march: _____	Song: _____
Toast: _____	By whom: _____
Cake cutting: _____	When: _____
Bouquet toss: _____	Song: _____
Garter toss or Auction? _____	Song: _____
First Dances _____	
Bride & Groom _____	Song: _____
Bride & Father: _____	Song: _____
Groom & Mother: _____	Song: _____
Bridal party: _____	Song: _____

Bridal Introductions

Bride Grandparents: _____	Groom Grandparents: _____
Bride Parents: _____	Groom Parents: _____

Bridal Party:

Bridesmaid 1: _____	Groomsman 1: _____
Bridesmaid 2: _____	Groomsman 2: _____
Bridesmaid 3: _____	Groomsman 3: _____
Bridesmaid 4: _____	Groomsman 4: _____
Bridesmaid 5: _____	Groomsman 5: _____
Maid of Honour: _____	Best Man: _____
Bride & Groom: _____	

Other Items of Importance:

Interactive scale 1 to 5: _____	Elevators or Stairs: _____
Requests to be played: _____	Parking & Fees: _____
Out of town guests: _____	Bi-Laws in Effect: _____
Required AC power TBD: _____	Back-up Power: _____
DJ table with skirt: _____	DJ Setup Location(s): _____
Meal for DJ: _____	Room Dynamics: _____

Above each age group, write an approximate percentage of attendees:
 ___ 0-7 years ___ 8-12 years ___ 13-16 years ___ 17-25 years ___ 26-35 years ___ 36-45 years ___ 46-65 years ___ 65+

Do Not Play List: Rap Heavy Metal Polkas Hip Hop Mature Content French

Must Play List: