

Wedding Ceremony Planning Form

Please complete as much of this form as you can, take a photocopy for yourself, then return to the above address **approximately three weeks** before the wedding. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name Groom's name: _____

Address: _____

Bride phone: (evening) Groom's phone (evening) _____

Bride's e-mail: _____

Groom's e-mail: _____

Date of wedding ceremony _____

Location of ceremony _____

Will the ceremony take place in the same **room** as the reception? Yes; No
If NO, please describe the area in which the ceremony will take place and where this is in relation to where the reception will take place: _____

Will the DJ need to use a **second sound system** for the ceremony Yes; No
or will he be able to set up in **one place for both** the ceremony and reception?
 Yes; No

Will there be a wedding coordinator?
 Yes: Name: _____

Phone: _____

Who will be officiating the ceremony? _____

Phone number: _____

Will the person performing the ceremony need a clip-on wireless lavalier microphone for the ceremony?
 Yes; No

Will the groom need a clip-on wireless lavalier microphone for the ceremony in order for your vows to be heard?
 Yes; No

What time is the ceremony to start? _____

What time do you expect that guests will begin to arrive? _____

What music would you prefer to have playing for guests as they are arriving before the ceremony?
 Light classical music
 Classical chamber music
 Soft instrumentals of love songs

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- Smooth jazz
- Soft vocals of love songs
- Other:

Is there a special piece of music that you would like to have played as the grandparents are being seated?

Yes:

No: Just continue playing the same prelude music as above

Is there a special piece of music you would like playing as the parents are seated?

Yes:

No: Just continue playing the same prelude music as above

Will the mothers be lighting the unity candle before they sit down?

Yes; No

If Yes, is there a special piece of music that you would like to have played as they light the candles?

Is there a special piece of music you would like as the Groom/Usher/Minister enter?

Yes:

No: Just continue playing the same prelude music as above

Is there special music that you would like to have played as the Ringbearer/ Flowergirls/ Bridesmaids enter?

Yes:

No: Just continue playing the same prelude music as above

Music for the Bride to enter:

Will there be any music required during the ceremony (e.g., for the Unity Candle, etc.)?

Yes:

No

If yes, will there be anyone performing (e.g., singer, musicians, etc.) or will the DJ play the music?

Singers/ musicians performing; DJ to play the music

If there are performers/singers, will the DJ need to provide a microphone? Yes; No

Will the DJ need to provide background music for the singer? Yes; No

If yes, on CD or cassette? CD; Cassette

Name of

song(s):

-

Will the performer be providing the DJ with the music or is the DJ responsible for bringing the music for this performer?

Performer will bring the music; DJ will bring the music [Note: please provide this information at least 3 weeks prior to the event to ensure adequate time to coordinate these details and make appropriate arrangements.]

Will there be anyone doing a reading? Yes; No

If yes, will the reader need a microphone? Yes; No

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If yes, will the reader need a microphone stand? Yes; No

Music for the Recessional at the end of the ceremony:_____

After the ceremony the DJ will be expected to:

- Continue playing appropriate background music as the ceremony transitions into the reception.
- Provide background music for the reception in a separate location than the ceremony.