



Wedding Planning Work Sheet

Please print this form and use it as a guide to help you plan your wedding ceremony and reception. Once you have all of the information you need on the worksheet, return to my website, www.primetimedj.net, and complete the Primetime DJ wedding planner on the wedding page. This will take all of the information you have compiled and transfer it onto the online planner. You can then just email it to me by hitting send at the end.

If you have any questions, email us at yourdj@primetimedj.net or call 520-431-1377.

HAVE FUN PLANNING YOUR DAY!!

General information

1. Who is contracting our service: _____
2. Phone number and best time to call: _____
3. Email Address; _____
4. Who will be making payment to Primetime DJ: _____
5. How will payment be made (cash, check, paypal, payment by venue):

6. Name of location of reception: _____
7. Address of reception: _____
8. name of venue contact person: _____
9. Phone number and or email of contact:

10. Do you have a wedding planner or coordinator: _____
11. What is their name – Primetime DJ can coordinate the reception:

12. What is the telephone number or email address: _____
13. Name of Caterer: _____
14. Telephone or email address: _____
15. Name of Photographer: _____

16. Telephone or email address: _____
17. Date of Reception: _____
18. Time Available for set up (we need 2 hours minimum): _____
19. Start time of Reception: _____
20. End time of Reception: _____
21. Will Alcohol be served: _____
22. What attire will be worn (formal, semi-formal, casual): _____
23. How many people will be attending: _____
24. Will my service be required for the ceremony: _____
25. Is the reception and ceremony at the same location: _____
26. If not, what is name and address of location: _____
27. Distance from ceremony to reception: _____
28. Will we provide a sound system for ceremony: _____
29. List music for ceremony, please be specific:

Music information for the reception

30. List styles or genres of music for wedding reception:
-
-
31. May request be made that are not on your list: _____
32. List 15 song by artist and title that you may want to have played:
-
-
-
33. List any styles of music you DO NOT WANT PLAYED:
-
34. List any song you DO NOT WANT PLAYED:
-
-
35. List Participation songs you wish to have played:
-
-

Now for the order of events at the Reception. Please place in order how you want the events to occur, starting with one, then two, etc.

36. Pictures: _____

37. Grand Entry: _____

Do you want music for the entry? List Artist and title:

38. Meal: _____

39. What time is meal scheduled to start: _____

40. Is meal buffet - sit down, Buffet or other: _____

41. Will there be grace before meal: _____

42. Who will be giving grace? _____

43. If a buffet style meal, would you like to have us release the table (this makes the meal move much more smoothly) yes or no: _____

44. Cutting the cake: _____

45. Best man toast: _____

46. What will guests be toasting with: _____

47. Guest Toast: _____

48. Garter Toss: _____

49. Bouquet Toss: _____

50. First Dance: _____

Artist and song title: _____

51. Bride/Father Dance: _____

Artist and song title: _____

52. Groom/Mother dance: _____

Artist and song title: _____

53. Parents dance: _____

Artist and song title: _____

54. Dollar dance: _____

Types of music for Dollar dance: _____

55. Any other activities you would like to have at your reception:

Now let's go over the bridal party

56. Bride: _____

57. Groom: _____

58. Maid of Honor: _____

Is it Maid or Matron: _____

59. Bridesmaid: _____

Groomsman: _____

60. Bridesmaid: _____

Groomsman: _____

61. Bridesmaid: _____

Groomsman: _____

62. Bridesmaid: _____

Groomsman: _____

63. Flower girl: _____

Ring bearer: _____

64. Brides Parents: _____

65. Grooms Parents: _____