

Wedding Ceremony / Wedding Planner

We want to make your wedding reception a complete success. You can help us by completing this form. With this information your DJ will be able to conduct your custom-tailored reception in a smooth and organized manner. Please return the deposit and contract promptly. You may complete this form at a later date, but please return it no later than three weeks prior to your reception. **NOTE:** This form is for information only and is not part of the contract for this engagement. **This form is editable, no need to print.**

GENERAL INFORMATION									
Wedding Date:									
Location:									
Bride/Groom's Name:		Bride/Groom's Name:							
Day of Contact Person #1:		Day of Contact Person email:							
Day of Contact Person #2:		Day of Contact Person email:							
What is the expected attendance at your reception?									
What approximate percentage of your guests will be in each of the following age groups:									
18 and under		18 - 29		30 - 45		46 - 65		Over 65	
Type of Food Service:									
Seated Dinner		Buffet Dinner		Hors D'oeuvres					

Program of Music and Events

The following events are traditional at wedding receptions. They are listed in the order in which they usually take place however, feel free to alter the order if you desire. Preceding each of the following events there is a blank. **If you do not want the event to be incorporated into your reception, write "NO" in the blank.** If you do, we will use this space for filling out estimated times. Please keep in mind we can customize your reception to fit your vision.

Ceremony Start Time:		
Are we providing the Ceremony Music: (Note: The ceremony should not start before our start time. We will begin playing music as soon as the first guest arrives or fifteen (15) minutes prior to actual start time whichever comes first)	YES	NO
Location (Please specify)	INDOORS	OUTDOORS
Prelude Music Preference:		
Extra System Required:	YES	NO
Microphone Required:	YES	NO
If yes, how many?		
Wedding Party Entrance Song Title & Artist:		

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Bride Entrance Song Title & Artist:		
Bride & Groom Exit Song Title & Artist:		
Cocktail Hour Starting Time:		
Are we providing the Cocktail Hour Music:	YES	NO
Location (Please specify):	INDOORS	OUTDOORS
Music Preference:		
Extra System Required?	YES	NO
Reception Starting Time: <i>(Note: The reception should not start before our start time. We will begin playing music as soon as the first guest arrives or ten (10) minutes prior to actual start time whichever comes first)</i>		

Wedding Party Details			
Wedding Party Entrance Song Title & Artist:			
Bride & Groom Entrance Song Title & Artist:			
Please include phonetic spellings for any difficult names of your wedding party.			
Flower Girl		Ring Bearer	
1st Bridesmaid		1st Groomsman	
2nd Bridesmaid		2nd Groomsman	
3rd Bridesmaid		3rd Groomsman	
4th Bridesmaid		4th Groomsman	
5th Bridesmaid		5th Groomsman	
Maid/Matron of Honor		Best Man	

Music Program Details	
Announce Bride and Groom as (i.e How would you prefer to be announced? Mr. and Mrs.? First Names? Etc)	
First Dance Song Title & Artist:	
Welcome Song Title & Artist:	
Blessing Song Title & Artist:	
Cake Cutting Song Title & Artist:	

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Mother/Son Dance Song Title & Artist:	
Bouquet Toss Song Title & Artist:	
Garter Off Song Title & Artist:	
Garter On Song Title & Artist:	
Last Dance Song Title & Artist:	
Type of Music (check all that apply)	

- | | | | |
|-------------------|--------------|------------------------------|------------|
| 40's Big Band | 80's Dance | Top 40 Dance | Beach/Shag |
| 50's Oldies | 90's Dance | Club Style | Jazz |
| 60's Motown | New Rock | Hip Hip/
R&B | Other: |
| 70's Disco & Funk | Classic Rock | Salsa/Merengue/
Reggaeton | |
| 80's Rock | Country | Reggae/Dancehall | |

Cultural Background of Bride's Family:	
Cultural Background of Groom's Family:	

Name and signature of responsible party

Name:

Date:

Signature:

THANK YOU!

Once this form is completed, please save with your First and Last Name and email it to info@ontrackdj.com.