



WEDDING PLANNING FORM

GENERAL INFORMATION

PLEASE COMPLETE ALL APPLICABLE FIELDS
 LEAVE FIELDS BLANK THAT DO NOT APPLY TO YOUR WEDDING
 TYPE "HELP" IN THE FIELDS WHERE ASSISTANCE OR SUGGESTIONS ARE NEEDED

NAMES	PHONE/EMAIL

WEDDING DATE	START TIME & END TIME

WEDDING VENUE	ADDRESS

TIMELINE	TIME	LOCATION
Wedding Party Arrival		
Guest Arrival		
Ceremony		
Cocktail Hour		
Reception		
End Time		

VENDORS	NAME/COMPANY	PHONE/EMAIL
Venue Contact		
Officiant		
Photographer		
Videographer		
Photo Booth		
Caterer		
Florist		
Musician(s)		

CEREMONY INFORMATION

Ceremony Location:	Start Time:
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Officiant Name:

READINGS

Reader Name:

Reader Name:

CEREMONY MICROPHONES MAY BE AN ADDITIONAL COST
PLEASE CONFER WITH YOUR ENTERTAINER BEFORE SELECTING THIS OPTION

Are we providing ceremony music? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are we providing microphones? <input type="checkbox"/> Yes <input type="checkbox"/> No
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TDFDJS LLC Reserves The Right To Allow / Deny Usage Of Microphones Based On Weather Conditions, Environmental Factors Or Other Considerations

CEREMONY MUSIC STYLE (Check All Applicable Boxes)

- Acoustic
 Big Band/Jazz
 Contemporary/Top40
 Motown
 Piano
 R&B
 Religious
 Soft Rock
 String Quartet Covers
 Other

Please List Specific Artist & Song Requests On Page 8 Of This Form

PROCESSIONAL SONGS

	SONG (ARTIST, SONG TITLE & VERSION)	CUE
1) GROOM		
2) BRIDAL PARTY		
3) BRIDESMAIDS		
4) BRIDE		
5) RECESSIONAL		

NOTES

COCKTAIL HOUR INFORMATION

Cocktail Location:	Start Time:
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COCKTAIL HOUR MICROPHONES MAY BE AN ADDITIONAL COST
PLEASE CONFER WITH YOUR ENTERTAINER BEFORE SELECTING THIS OPTION

Are we providing cocktail music? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are we providing microphones? <input type="checkbox"/> Yes <input type="checkbox"/> No
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COCKTAIL MUSIC STYLE (Check All Applicable Boxes)

Acoustic Big Band/Jazz Contemporary/Top40 Country EDM/House Hip Hop
 Motown Piano R&B Reggae Rock (Soft/Classic) String Covers Other

Please List Specific Artist & Song Requests On Page 8 Of This Form

NOTES

DINNER INFORMATION

Dinner Location:	Start Time:
Seated Or Buffet Style:	Number Of Courses:

Are we providing dinner music? Yes No

DINNER MUSIC STYLE (Check All Applicable Boxes)

Acoustic Big Band/Jazz Contemporary/Top40 Country EDM/House Hip Hop
 Motown Piano R&B Reggae Rock (Soft/Classic) String Covers Other

Please List Specific Artist & Song Requests On Page 8 Of This Form

NOTES

WEDDING PARTY INTRODUCTIONS

Please fill in the areas below with the names of individuals you would like introduced. For a more intimate introduction, you may provide first names only. If the pronunciation of name is not obvious, please provide the phonetic spelling.

NAME & RELATION	ESCORTED BY NAME & RELATION	SONG (ARTIST, TITLE & VERSION)
NAME & RELATION	ESCORTED BY NAME & RELATION	SONG (ARTIST, TITLE & VERSION)

NAME & RELATION	ESCORTED BY NAME & RELATION	SONG (ARTIST, TITLE & VERSION)
NAME & RELATION	ESCORTED BY NAME & RELATION	SONG (ARTIST, TITLE & VERSION)

FLOWER GIRL NAME	RING BEARER NAME	SONG (ARTIST, TITLE & VERSION)

BRIDESMAID NAME	GROOMSMAN NAME	SONG (ARTIST, TITLE & VERSION)

MAID/MATRON OF HONOR (PLEASE SPECIFY)	BEST MAN/CO-BEST MAN (PLEASE SPECIFY)	SONG (ARTIST, TITLE & VERSION)

COUPLE TO BE ANNOUNCED AS	SONG (ARTIST, TITLE & VERSION)

RECEPTION EVENTS

FIRST DANCE SONG (ARTIST, SONG TITLE & VERSION)	
"Dancing On Clouds" effect during first dance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vows or message recording / custom audio edit?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you want to shorten your first dance music?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how long would you like the song to play?	
Would you like your guests or wedding party to join?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, at what point during the song?	
NOTES	

SPEECHES	TYPE (WELCOME/BLESSING/TOAST)	GIVEN BY (NAME & RELATION)
1)		
2)		
3)		
4)		
5)		
6)		
NOTES		

RECEPTION EVENTS

FATHER-DAUGHTER DANCE (OR OTHER) NAME & RELATION	SONG (ARTIST, SONG TITLE & VERSION)
Do you want to shorten the music ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how long would you like the song to play?	
NOTES	

MOTHER-SON DANCE (OR OTHER) NAME & RELATION	SONG (ARTIST, SONG TITLE & VERSION)
Do you want to shorten the music ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, how long would you like the song to play?	
NOTES	

TRADITIONAL EVENTS	SONG (ARTIST, SONG TITLE & VERSION)
1) Garter Removal	
2) Garter Toss	
3) Bouquet Toss	
4) Garter Placing	

CAKE CUTTING SONG (ARTIST, SONG TITLE & VERSION)

NOTES

DANCING INFORMATION

Dancing Location:	Start Time:
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DANCING MUSIC STYLE (Check All Applicable Boxes)

Classics (70's 80's, 90's, 00's) Contemporary/Top40 Country Disco EDM/House

Latin Hip Hop Motown R&B Reggae Rock Other

Please List Specific Artist & Song Requests On Page 8 Of This Form

LINE DANCING (Cupid Shuffle, Cha Cha Slide, Etc)
If you would like Line Dancing please list the artist, song title & version.

TRADITIONAL DANCE (Ethnic Or Religious)
If you would like a traditional dance, please specify the type of dance, time of dance and list the artist, song title & version.

SPECIAL DANCE (Step-Parent, Anniversary, Birthday, Memorial, Etc)
If you would like a special dance, please specify the type of dance, time of dance and list the artist, song title & version.

LAST DANCE
If you would like a last dance, please list the artist, song title & version.

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SPECIAL ANNOUNCEMENTS

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SONG REQUESTS

CEREMONY SEATING

(Please List Artist, Song Title & Version)

COCKTAIL

(Please List Artist, Song Title & Version)

DINNER

(Please List Artist, Song Title & Version)

DANCING

(Please List Artist, Song Title & Version)

DO NOT PLAY

(Please List Artist, Song Title & Version)

PERSONALIZED SERVICES

If you would like more information or would like to add these Services to your wedding, visit our website (www.TheDanceFloorDJs.com) or contact us at 401-497-5519

UPLIGHTING

Uplighting examples can be found on our website: www.TheDanceFloorDJs.com

UPLIGHTING COLOR	
UPLIGHTING PLACEMENT (Dance Floor, DJ Booth, Walls, Fireplace, Entrance, Cake, Etc)	
NOTES	

MONOGRAM

Please select your personalized monogram by visiting the following website: www.MyDigitalGobo.com

MONOGRAM STYLE #	
MONOGRAM INFORMATION (NAMES, DATE, HASHTAG)	
MONOGRAM PLACEMENT (Dance Floor, DJ Booth, Walls, Fireplace, Entrance, Cake, Etc)	
NOTES	

VIDEO MONITORS & LIVE SOCIAL MEDIA PICTURE/MESSAGE STREAM

Please submit pictures, slideshow and video files at least 30 days before your wedding.

SOCIAL MEDIA HASHTAG (Live Stream Option Only)	
SLIDESHOW/VIDEO (Yes/No) (File Type) (Played On TVs Or Projector)	
WHEN WILL THE SLIDESHOW/VIDEO BE PLAYED	
NOTES	

NOVELTIES

NOVELTIES MAY BE AN ADDITIONAL COST. PLEASE CONFER WITH US BEFORE SELECTING THIS OPTION

TYPE	QUANTITY
LED GLOW STICKS	
TRADITIONAL GLOW STICKS	
PROPS & SIGNS	