



WEDDING PLANNER

PLEASE RETURN OR EMAIL COMPLETED FORM 30 DAYS PRIOR TO EVENT



LOCATION OF RECEPTION

DATE OF THE EVENT: _____ NAME OF ENTERTAINER: _____

NAME OF VENUE: _____ VENUE PHONE NUMBER: _____

VENUE ADDRESS: _____ CITY/STATE: _____

DO YOU HAVE A COORDINATOR OR CONTACT PERSON AT THE RECEPTION VENUE? NAME & PHONE NUMBER: _____

IS THE EVENT ON THE FIRST FLOOR OF THE VENUE?	YES ☐	NO ☐	
IS THERE AN ELEVATOR?	YES ☐	NO ☐	
ARE THERE ANY STEPS INTO THE VENUE?	YES ☐	NO ☐	
IS THE DJ INVITED FOR DINNER?	YES ☐	NO ☐	
HAVE YOU CHOSEN A PHOTOGRAPHER?	YES ☐	NO ☐	BUSINESS/NAME: _____
HAVE YOU CHOSEN A VIDEOGRAPHER?	YES ☐	NO ☐	BUSINESS/NAME: _____
HOW MANY GUESTS ARE INVITED?	_____		

TIMES

WHAT TIME DOES THE CEREMONY END? _____

WHAT TIME WILL THE GUESTS ARRIVE AT THE RECEPTION VENUE? _____

WHAT TIME WILL THE BRIDAL PARTY ARRIVE AT THE RECEPTION VENUE? _____

WHAT TYPE OF TRANSPORTATION WILL YOU BE ARRIVING TO THE RECEPTION VENUE IN? _____

BRIDAL PARTY INTRODUCTION MUSIC

NAME/ARTIST OF BRIDAL PARTY SONG: _____ PREFER DJS CHOICE ☐

NAME/ARTIST OF BRIDE & GROOM SONG: _____ PREFER DJS CHOICE ☐

INTRODUCTIONS INTO VENUE

PLEASE ONLY FILL IN THE NAMES OF THOSE THAT YOU WOULD LIKE
ANNOUNCED INTO THE RECEPTION.

FLOWER GIRLS: _____

USHERS: _____

JR. BRIDESMAID: _____

BRIDESMAID: _____

BRIDESMAID: _____

BRIDESMAID: _____

BRIDESMAID: _____

BRIDESMAID: _____

BRIDESMAID: _____

MATRON OF HONOR: _____

MAID OF HONOR: _____

BEST MAN: _____

RING BEARERS: _____

HOSTESS: _____

JR. GROOMSMAN: _____

GROOMSMAN: _____

GROOMSMAN: _____

GROOMSMAN: _____

GROOMSMAN: _____

GROOMSMAN: _____

GROOMSMAN: _____

THE BRIDE & GROOM: _____



TOAST/SPEECHES/CAKE CUTTING/MONEY DANCE

IS THERE A TOAST? ☐ YES ☐ NO

WHO WILL BE DOING THE TOAST? _____

IS THERE A WELCOME SPEECH? BY WHOM? _____

IS THERE A PRAYER? BY WHOM? _____

CAKE CUTTING EVENT: ☐ BEFORE DINNER ☐ AFTER DINNER

CAKE CUTTING SONG: _____ BY: _____

☐ NO THANKS, WE PREFER DJS CHOICE

IS THERE A SLIDESHOW PRESENTATION? WHO IS RUNNING IT? _____

IS THERE A DOLLAR DANCE? WHO IS RUNNING IT? _____

SPECIAL EVENTS & FIRST DANCES

NOTE: NAMES WILL BE ANNOUNCED AS WRITTEN.

THE BRIDE & GROOM (ANNOUNCED AS): _____

BRIDAL ENTRANCE SONG: _____ BY: _____

BRIDAL PARTY ENTRANCE SONG: _____ BY: _____

MAID OF HONOR: _____ BEST MAN: _____

MATRON OF HONOR: _____ BEST MAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

HOST/HOSTESS: _____

USHERS: _____

FLOWER GIRL: _____ FLOWER GUY: _____

RING BEARER: _____

PARENTS OF THE BRIDE: _____

PARENTS OF THE GROOM: _____

FATHER DAUGHTER DANCE - FATHERS NAME: _____ BRIDES NAME: _____

STEP-FATHERS NAME: _____

FATHER DAUGHTER SONG: _____ BY: _____

MOTHER SON DANCE - MOTHERS NAME: _____ GROOMS NAME: _____

STEP-MOTHERS NAME: _____

MOTHER SON SONG: _____ BY: _____

STEP PARENT SONG: _____ BY: _____

BOUQUET TOSS: ☐ YES ☐ NO SONG: _____ BY: _____

GARTER REMOVAL: ☐ YES ☐ NO SONG: _____ BY: _____

GARTER TOSS: ☐ YES ☐ NO SONG: _____ BY: _____

SPECIAL NOTES: _____