



WEDDING PLANNER FORM

Please return or email completed form 30 days prior to your date!

LOCATION OF RECEPTION

DATE OF THE EVENT: NAME OF ENTERTAINER: _____

NAME OF VENUE: PHONE # _____

VENUE ADDRESS: _____ CITY/STATE _____

DO YOU HAVE A CONTACT PERSON AT THE RECEPTION HALL? (Name) _____

IS THE HALL ON THE 1ST FLOOR Yes No

IS THERE AN ELEVATOR Yes No

ARE THERE ANY STEPS INTO HALL Yes No

HOW MANY GUESTS ARE INVITED? _____

IS THE DJ INVITED FOR DINNER? Yes No

TIMES

WHEN DOES THE CEREMONY END? _____

WHEN WILL GUESTS ARRIVE AT THE HALL? _____

WHAT TIME WILL THE BRIDAL PARTY ARRIVE AT THE HALL? _____

WHAT TYPE OF TRANSPORTATION WILL YOU BE ARRIVING IN? _____

BRIDAL PARTY/INTRODUCTIONS INTO HALL

NAME OF BRIDAL PARTY SONG: _____ DJ'S CHOICE _____

NAME OF BRIDE & GROOM SONG: _____ DJ'S CHOICE _____

PLEASE ONLY FILL IN THE NAMES YOU WOULD LIKE ANNOUNCED INTO HALL

PARENTS OF THE BRIDE: _____

PARENTS OF THE GROOM: _____

FLOWER GIRLS: _____

RING BEARERS: _____

USHERS: _____

HOSTESS _____

JR. BRIDESMAID: _____

JR. GROOMSMEN: _____

BRIDESMAID: _____

GROOMSMAN: _____

BRIDESMAID: _____

GROOMSMAN: _____

BRIDESMAID: _____

GROOMSMAN: _____

BRIDESMAID: _____

GROOMSMAN: _____

BRIDESMAID: _____

GROOMSMAN: _____

MATRON OF HONOR: _____

MAID OF HONOR: _____

BEST MAN: _____

THE BRIDE & GROOM: _____



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TOAST/SPEECHES/CAKE CUTTING/MONEY DANCE

IS THERE A TOAST? Yes No

WHO WILL BE DOING THE TOAST? _____

IS THERE A WELCOME SPEECH? IF SO BY WHOM? _____

IS THERE A PRAYER? _____ IF SO BY WHOM? _____

CAKE CUTTING EVENT (please list before or after dinner) _____

CAKE CUTTING SONG: _____ DJ'S CHOICE _____

IS THERE A SLIDE SHOW PRESENTATION? _____ WHO WILL RUN SLIDE SHOW? _____

IS THERE A DOLLAR DANCE? _____ WHO WILL RUN THE DOLLAR DANCE? _____

THE SPECIAL EVENTS/FIRST DANCES

THE BRIDE & GROOM (ANNOUNCED AS) _____

BRIDAL SONG: _____ ARTIST _____

BRIDAL PARTY SONG: _____ ARTIST _____

MAID OF HONOR: _____ BEST MAN: _____

MATRON OF HONOR: _____ BEST MAN: _____

BRIDESMAID 1: _____ GROOMSMAN 1: _____

BRIDESMAID 2: _____ GROOMSMAN 2: _____

BRIDESMAID 3: _____ GROOMSMAN 3: _____

BRIDESMAID 4: _____ GROOMSMAN 4: _____

BRIDESMAID 5: _____ GROOMSMAN 5: _____

HOST/HOSTESSES: _____ / _____

USHERS: _____ / _____ / _____

FLOWER GIRL: _____ / _____ RING BEAR: _____ / _____

PARENTS OF THE BRIDE: _____

PARENTS OF THE GROOM: _____

FATHER/DAUGHTER DANCE:(FATHERS NAME) _____ (BRIDES NAME) _____

FATHER/DAUGHTER SONG: _____ ARTIST _____

MOTHER/SON DANCE:(MOTHERS NAME) _____ (GROOMS NAME) _____

MOTHER/SON SONG: _____ ARTIST _____

BOUQUET TOSS: Yes No SONG: _____ DJ'S CHOICE _____

GARTER REMOVAL Yes No SONG: _____ DJ'S CHOICE _____

GARTER TOSS: Yes No SONG: _____ DJ'S CHOICE _____

SPECIAL NOTES TO DJ: _____