



DJ JUSTIN GILBERT

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CEREMONY PLANNER:

Wedding Ceremony Time: _____

Wedding Ceremony Location _____

Address _____

Ceremony length Approximate Length: _____

Who will be performing the Ceremony: _____

Will there be any readings (Y/N) Who will be performing the readings? _____

Prelude Song: _____

Processional Song: _____

Brides Aisle Walk: _____

Recessional Song:

Order of music cues and songs to be played:

Other ceremony information:



Wedding Planner:

Brides Name: _____

Grooms Name: _____

Wedding Day and Date: _____ DJ Performing at Ceremony? _____

Ceremony Location: _____ Ceremony Start & End Time: _____

Reception Location: _____ Room within Location: _____

Reception Start & End Time _____ *You must provide protection (tent) from rain for outdoor events

Banquet/Function Manager: _____ Phone: _____

Banquet/Function Manager Email: _____

Photographer: _____ Phone: _____

Photographer Email: _____

Videographer: _____ Phone: _____

Videographer Email: _____

Other Vendor Name: _____ Phone: _____

Other Vendor Email: _____



Wedding Details

Activity	Order of Activity	Notes and Details/Songs
Cocktail Reception	(____)	_____
Introductions	(____)	_____
Bride Groom First Dance	(____)	_____
B/G Welcome Toast	(____)	_____
Blessing	(____)	_____
Opening Toasts	(____)	_____
	(____)	_____
	(____)	_____
	(____)	_____
Dinner	(____)	_____
Cake Cutting	(____)	_____
Bride/Father Dance	(____)	_____
Groom/Mother Dance	(____)	_____
Centerpiece	(____)	_____
Bridal Party Dance	(____)	_____
Open Dancing	(____)	_____
Bouquet/Garter Toss	(____)	_____
Other (specify)	(____)	_____



Special Details:



Wedding Party Names

Grand Parents

() Grand Parents(s) of Bride: _____

() Grand Parents(s) of Groom: _____

Brides Parents

() Father & Mother together: _____

() Mother & Guest: _____

() Father & Guest: _____

Grooms Parents

() Father & Mother together: _____

() Mother & Guest: _____

() Father & Guest: _____

Flower Girl/Ring Bearers

() Flower Girl(s): _____

() Ring Bearer: _____



Wedding Party Names-Continued

Bridesmaid(s) and Usher(s)

() _____

() _____

() _____

() _____

() _____

() _____

() _____

Maid(s)/Matron(s) of Honor and Best Man(s)

() Maid/Matron _____ Best Man: _____

() Maid/Matron _____ Best Man: _____

BRIDE & GROOM



Special Announcements, Dedications, Birthdays

(Anniversary Waltz's, Anniversaries of attendees, etc)

Specific Music To Play



Specific Music NOT To Play

Artists/Genres of Music We Would Like to Hear



Activities or Events to be aware of:

Special powerpoint presentations, giveaways, sendoffs, etc.



Additional Notes: