

Client:

Event Date:

EventSmith-Wedding Planner Form

Instructions

Thank you for choosing me for your wedding! I like to pay close attention to details to ensure the best event possible. Below is my wedding planning form, while not essential it helps me to get to know you and what you expect on your big day! Please feel free to fill out as much as you can!

General information

Name 1

Birthdate

Parents Names

Name 2

Birthdate

Parents Names

Guest Arrival Time

Estimated Number of Guests

Reception Venue Contact

Reception Venue Contact Phone

Reception Venue Contact Email

Majority Age Range of Your Guests

This is used to help guide the music preparation for your wedding!

What are your wedding colors?

What will the groom be wearing?

If applicable. I try to ensure I do not match with the Groom or Groomsmen!

Number of Children under 12?

Any sensitive subject or situations to know about?

Throwback: How you met?

I like to get to know my clients and the awesomeness that has led up to this great occasion. Please feel free to share at your discretion!

How long have you known each other?

Where did you meet?

How long have you been engaged?

Let's Get Social!

I love keeping up to date on social media! I use #bostonpartydj on Instagram for all my posts! If you'd like us to tag you in pictures and share memories from your wedding fill in the information below!

What are your Facebook and Instagram accounts?

If you have an official wedding hashtag share it here!

Other Wedding Professionals

Caterer

Photographer

Name	Email	Phone

How late is the photographer scheduled?

Planner/Coordinator

Name	Email	Phone

Videographer

Name	Email	Phone

Florist

Additional Notes

The Reception Begins! Cocktail Music

All wedding packages include cocktail reception music (assuming your cocktail hour is in the same location as the reception). Feel free to customize to suit your tastes!

Will I be providing cocktail music for your reception?

Will the cocktail hour be in the same room as the main reception?

If not what room will it be in?

If cocktail hour will be in a different room or location please let me know. An additional cocktail sound system may be required.

What kind of music would you like played?

If you'd like to provide artists, playlists or request a style not listed please add it here!

It's Time For the Grand Entrance!

The Grand Entrance is typically the Bride and Groom's first big introduction after the ceremony. 99% of couples choose to make a grand entrance, here's your chance to shine and capture an amazing moment!

Do you plan on making a Grand Entrance?

How would you like Grandparents introduced?

Note: Most couples choose to recognize their Grandparents at their tables.

Grandparents Names and relation:

And now for the Wedding Party! It's not necessary to have a separate song for each introduction. If a field is left blank we'll continue whatever the song prior was.

Wedding Party Introduction Song

Parent's Song(s)

Flower Girl(s)

Ringbearer

Would you like the Flower Girl(s) and Ringbearer introduced?

Please list the Bridesmaid's and Groomsman's names in the order they will enter.

Bridesmaid Name	Goomsman Name

Please list your Maid/Matron of Honor and Best Man. **NOTE:** Maid=Not Married; Matron=Married

Maid/Matron Of Honor	Best Man

Your Introduction Song

What do you want to be introduced as?

Additional Notes

Dinner			
How will dinner be served?			
Will I be providing dinner music for your reception?			
What type of music would you like played for dinner?			
Who will be toasting the Bride and Groom?			
Toast 1	Toast 2	Toast 3	Toast 4
Typical order would be Father of Bride, Maid of Honor, Best Man.			
Will there be a blessing?			
Additional Notes			
If yes, who will be giving the blessing?			

The Cake Cutting
Will you be having a cake cutting?
If Yes, When?
Cake Cutting Song
Additional Notes

The First Dance!
For some couples this moment is just as important and meaningful as the first kiss! There is no right or wrong way to do it! Some choose to dance right after the Grand Entrance with the bridal party surrounding them for a great photo opportunity, while others choose the more traditional rout of after dinner. Please feel free to ask about the pros and cons of each!
When will you have your first dance?
First Dance song
Additional Notes

Parent Dances
Parent Dances can be together or separate.
Would you like the Parent Dances together or separate? (Separate is the most common)
Father/Daughter Dance
Father/Daughter Dance Song
Mother/Son Dance
Mother/Son Dance Song
Additional Notes or Variations

The Garter & Bouquet Ceremony
For some couples and guests this is considered the main event, for others it's a tradition they can do without. There are several ways to do this portion of the evening please select one!
Garter & Bouquet Ceremony Options
Bouquet Toss Song
Garter Removal Song
Garter Toss Song
Additional Notes

The Optional Group Dances

Some people love them, some find them cheesy, some can't stand them. Ultimate discretion is yours on whether they are played or not.

Cha Cha Slide

Chicken Dance

Cupid Shuffle

C'mon And Ride It (The Train)

Electric Slide

Hokey Pokey

Macarena

Wobble

YMCA

Teach Me How To Dougie

Crank That (Soulja Boy)

Additional Notes

Music Survey

This will help me get a better feel for your musical tastes. This is used in addition to your must plays and do not plays to prepare music for the night!

What are your feelings on Current Top 40/Pop?

What are your feelings on Current Rap/Hip-hop?

What are your feelings on EDM/Club Music?

What are your feelings on Alternative/Indie Rock?

What are your feelings on Classic 90's Party Music?

What are your feelings on Classic 80's Party Music?

What are your feelings on Classic Oldies?

What are your feelings on Country Music?

Additional Notes

The Other Dances
The are some other popular dances at wedding receptions.
Anniversary Dance
The Anniversary Dance is a fun interactive way to recognize the older guests at your reception. The Anniversary Dance starts with all married couples on the dance floor. The MC then asks all couples who have been married for less than a day to sit down (that's you!). We then move on to 1 year, 5 years, 10 years and so on in 5 year increments until one couple remains. The newlyweds often present some form of a gift to the longest married couple (flowers, bottle of wine, etc.)
Anniversary Dance Song
If unsure write "DJ Choice"
Wedding Party Dance
The Wedding Party Dance is not as popular as it once was. If you do choose to include it, it is often held after the First Dance.
Wedding Party Dance Song
Additional Notes

The Last Dance
Will you be leaving before the last dance?
If so, at what time?
If you are leaving before the Last Dance, would you like your exit to be announced?
Leaving before the Last Dance was once popular, though most couples now choose to stay through the end of the reception.
Last Dance Song
Additional Notes

Other Information
Please add any additional notes or information here: