

BUCKEYE ENTERTAINMENT

5236 Captains Ct, Columbus OH 43220

614.725.6753

byron@buckeyeentertainment.com

DJ WEDDING PLANNING FORM

Please complete this form at least two weeks before your wedding

GENERAL INFORMATION		
Date of Wedding:	Approximate Number of Guests:	
WEDDING PARTY		
Bride:	Groom:	
Maid / Matron of Honor :	Best Man:	
Parents of the Bride:		
Parents of the Groom:		
How would you like to be introduced? (e.g. Mr & Mrs. John Smith)		
Are the parents to be introduced with the wedding party?	Yes	No
Are the parents to dance with the wedding party during the bridal party dance?	Yes	No
Flower Girl:	Ring Bearer:	
Bridesmaid	escorted by	Usher/Groomsman

Section A

CEREMONY INFORMATION	
Location of Ceremony:	Time of Ceremony:
Are we providing ceremony music? If YES, please proceed below. If NO, move to Section B. Yes No	
Officiant:	Does the officiant need a microphone? Yes No
Other Details (readers, etc):	

CEREMONY MUSIC (Only fill out this section if utilizing Buckeye Entertainment for your ceremony music)			
Event	#	Song Name	Artist
Bridal Party Processional			
Bride Processional			
Interlude (Sand Ceremony or Unity Candle)			
Recessional			

Section B

RECEPTION INFORMATION	
Name of Venue:	Dance Floor Square Feet:
Contact:	Phone:
Address:	
Is cocktail hour in the main event room? Yes No	
If NO, please detail where cocktail hour will be located:	
Other Details:	
RECEPTION SCHEDULE	
Cocktails / Hors d' Oeuvres: to	Genre (s) of Music:
Dinner: to	Genre (s) of Music :
Dancing: to	

EVENTS AND SONGS

(Under "#", please enter the sequence number or "X" to skip the event. If you're not sure, just leave it blank. If applicable, enter the song name and artist, "No Preference", or "No Music".)

Event	#	Song Name	Artist
Introduction of Wedding Party			
Toasts		No Music	No Music
Blessing		No Music	No Music
Dinner		Special Dinner Requests List on Page 4	Special Dinner Requests List on Page 4
Cake Cutting			
Bride and Groom - First Dance			
Bride and Father			
Groom and Mother			
Bridal Party Dance			
Bouquet Toss (age limit =)			
Garter Toss (age limit =)			
Other (Money, Anniversary) Dance #1			
Other (Money, Anniversary) Dance #2			
Other (Money, Anniversary) Dance #3			
All Dance #1		See Page 4	See Page 4
Bride and Groom - Last Dance			

NOTES & SPECIAL INSTRUCTIONS

