



**Wedding Planner Form
Bobby Freedom Entertainment**

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Please return this form to us at least (30)DAYS prior to your wedding date (sooner if possible.)

Ceremony Date: ____/____/____ DJ providing music/MC for both Ceremony & Reception

Reception Date: ____/____/____ DJ providing music for Reception only

Approximate Number of Guests Attending: _____

(Fill this part out ONLY if we are providing music services for your Ceremony)

Location of Ceremony:

Facility _____

Address: _____ Indoors Outdoors (must be sheltered w/electricity nearby)

City: _____

State: _____ Zip: _____ Ceremony Start time _____

JP/Minister/Officiant's Name _____ (we can recommend one if needed)

About the Ceremony Music: typically, the classical style wedding music will be a total of 20-30 mins. long, the music will fade down while Pronouncement is spoken and come back up at the recessional. Please let us know if your Justice of the Peace/Minister that marries you will need a microphone, most do not.

Prelude Music for Ceremony: _____ (While guests arrive)

Start time _____

song choice (title) _____

(artist) _____ DJ May Choose

Candle lighting Song/Mother's Song: _____ Not Needed

Processional :(Groom, Minister, Groomsmen & Bridesmaids Enter and Gather)

_____ DJ May Choose

Bride Walks Down: yes, Traditional Wedding March "Here Comes the Bride" or if other Music, specify: (title) _____ (artist) _____

Pronouncement:(ring exchange, vows, prayer, kiss,) *music will fade down when Officiant speaks*

Recessional Music:(when ceremony is over, seats empty and people head for the reception)

DJ's choice or, please list music: _____

example: Mendelssohn: "A Midsummer Night's Dream" yes, that's fine

Reception Details:

Location of Reception: _____

Same exact spot as Ceremony (same room)

City: _____

State: _____ Zip: _____ Reception Start Time: _____ Approx. End Time: _____

Specific Room/Hall/Pavilion/area at facility for reception if applicable: _____

Phone number of this facility _____

We need to transport equipment, is Banquet Room upstairs or at ground level?

Ground Level Some Stairs Not sure

Banquet Manager/Wedding/Function Coordinator Contact Name: _____

Arrival Time / Cocktail Hour/Dinner Music Selections

Are we providing dinner music? Yes No

Select any Combination of Music genres below:

_____ **Easy Listening** - soft vocal songs. (James Taylor, Sting, Whitney Houston, Rod Stewart, etc)

_____ **Light Jazz** - Instrumental (Dave Koz, Warren Hill, Kenny G, Etta James, David Sanborn, Earle Klugh)

_____ **Lounge / Big Band** - with vocals (Frank Sinatra, Dean Martin, Nat Cole, Bobby Darin, Tony Bennett)

_____ **Real jazz** (Art Tatum, Miles Davis, John Coltrane, Sonny Rollins, Dave Brubeck, Errol Garner)

_____ **Piano music** - Instrumental (pop and jazz standards by various artists done by piano only.)

_____ **Others** - List what you would like to hear: _____

The Bridal Party Introduction and Newlywed's Grand Entrance is the official beginning of the Reception. Traditionally the order of entrance goes as follows:

1. Parents of the Bride
2. Parents of the Groom
3. Flower Girl & Ring Bearer
4. Bridesmaids & Ushers
5. Maid/Matron of Honor & Best Man
6. Bride & Groom

(this order will be customized to your needs)

Occasionally, the Matron of Honor will walk in separately from best man (just before him)

Walking in and announced together as in "escorted by..." or Please announce Maid/Matron of Honor then Best Man separately.

Will there be a blessing spoken before dinner? Yes No It Might Happen, Not planned

Would you like the DJ to introduce your entire bridal party ? Yes No

If yes, indicate when you'd like this done: Before dinner is served after cocktail hour

After dinner is finished

Approximate Time Dinner will be Served _____ not sure

Dinner is: Buffett Style Table Service

If Buffett, please number or name your tables so that the DJ may call them up in groups or have the facility/catering handle this.

Introduction of Bridal Party & The Parents:

Yes, Please Introduce Bride's Parents first, then the Groom's Parents, Bridal Party, Best Man, Maid of Honor, then Newlyweds. Or, if different order, please list your desired particular lineup including any grandparents IF you want them announced:

Example: Grandparents, then Bride's Parents, etc. (if unable to walk down or handicapped, we can optionally introduced parents or grandparents at their table)

Grand Entrance/Bride & Groom Introduction

The DJ/Emcee will introduce (the Bride and Groom) when you arrive at your reception.

List here how you would like them to be introduced:

Example: "Ladies & Gentlemen, it brings me great pleasure and it is an honor to introduce to you the new

Mr. & Mrs." _____ yes, that's fine

or, here's how we wish the new couple to be announced: _____

If it's your preference, We can introduce (Just the two of you)

Bride & Groom only yes we want that.

Would you like us to play a song for the Grand Entrance introduction ? yes

(song title _____ by (artist) _____)

Play song only when bride and groom walk in last Play song for entire grand entrance including all bridal party and newlyweds. **OR two separate songs for bridal party and the couple, please list:**

Example: "I gotta Feeling" Black Eyed Peas

Title _____ Artist _____ (for Bridal Party Intro)

Title _____ Artist _____ (Couple Walks In)

It is traditional to have first dance after your grand entrance, however some couples choose to do first dance after dinner. Please indicate your preference:

First dance right after we walk in and are are introduced (recommended since there are other dances to get to after dinner)

First Dance after Dinner

Toast: it is traditional for the best man to make a toast to the newlyweds (please inform him ahead of time) We will provide a wireless microphone.

Will Maid/Matron of Honor also be doing a speech or toast? Yes No

Yes, a speech by: _____

First Dance Song / Other Traditional Wedding Dances

Song choice for your First Dance (The Bride & Groom):

Title: _____ Artist: _____

Example: "I'm Yours" ~Jason Mraz

Dance Floor for Newlyweds Only Other Couples may join in during first dance song

* **Note:** After the first dance, we usually have the father/daughter dance and mother/groom dance next or check here: if you would prefer these done after dinner.

Father - Daughter dance / Song: title _____ artist: _____

Mother - Groom dance / Song: title _____ artist: _____

Optional: Song choice Entire **Bridal party dances:**

title _____ artist: _____

Any other special dances to be done at this time? ____ Yes ____ No If yes, please list with whom
song title: _____ artist: _____

Please check and fill in all that apply or leave blank if not applicable:

Step Mother dances with _____

Step Father dances with _____

Recognition of Someone Special or Dedicated Announcement or song:

_____ announce or play this when?

Please announce a Mention of Honor/Anniversary to the following couples who have been married for _____ years:

Cake Cutting Song Choice: (example: How Sweet It Is~ James Taylor)

DJ may suggest song, or please list the song you'd like:

title: _____ artist: _____

Bouquet / Garter / Participation Dances

Would you like to throw your Bouquet? Yes No

DJ may suggest song, or list song you'd like: (example, All the Single Ladies, Beyonce')

title: _____ artist: _____

Would you like to remove the Garter? Yes No (example Don't Stop Believing~ Journey)

DJ may suggest song, or list song you'd like:

title: _____ artist: _____

Party Favorites/Line Dances:

- The Chicken Dance Cupid Shuffle
- Macarena Cha-Cha Slide Electric Slide
- Y.M.C.A "Party Train"/Conga Line Limbo
- The Cotton-Eyed Joe Dollar Dance (crowd donates money to couple by paying for dances)

"Music Style Choices" as a couple, tell us about your favorite kinds of music:

- Top40 Rock R&B Dance Hip Hop Disco Big Band Country Latin/Salsa
- Oldies Reggae Swing other: _____

Any Favorite artists/songs: _____

List any **musical styles or songs you really dislike:**

Disc Jockey Interaction / Crowd Dancing / Music

DJ Attire: He will wear a black suit and tie unless you would like the DJ to wear different apparel such as a tux. If so, please indicate your preference here:

Degree of Interaction from the DJ that you're looking for:

Select **one below** and please select the other categories for us to have info about your music desires:

- Low key, very few announcements.
- Outgoing and fun, but poised. Announcements as needed. High energy, lots of interaction / crowd involvement.

friendly song. Special notes for the DJ:

Last Dance:

Is there a certain song you would like to end your reception with? Yes No

If yes, list song here: _____

Who will be paying us the balance due at reception start on the day of the event?

_____ We prefer cash for the DJ fee balance, as notated in our contract, if you are not prepared to pay cash balance at start of reception, please have a cashier's check or Money Order ahead of time as we only accept personal checks for reservation fee/deposit optionally, we accept credit cards at the reception with our secure portable wireless card terminal. It is recommended that you have somebody hand the payment directly to the DJ so that your entertainment is paid for in full, this ensures a great performance, we will provide a receipt for cash.

More Ideas....

Give away the centerpieces from the dinner tables by taping a card under the lucky chair at each table.

Encourage a conga line starting with the bride in front and forming a "train" this keeps everyone having fun and keeps everyone at the party longer.

Have the DJ announce anniversaries of any close friends and have them dance to their original first dance.

DVD slideshow of pictures: often people set up a projector or have a DVD slideshow for everyone to watch, be sure and test the audio ahead of time, we can then connect it into our system.

Special requests for the DJ _____

Important NOTES:

1. Please have the reception facility provide a 6' or 8' (skirted) table. NOTE: We will provide table and skirting for facilities if they can't.
2. We arrive at least 1.5 hours before the scheduled starting time.
3. Our cost is based on providing entertainment for the number of hours in your contract (usually four-five). Additional time beyond our contract is optional if facility allows, the rate is \$80.00 per extra hour.
4. Don't let the DJ go hungry, Including your DJ with dinner being served: Most couples recognize the importance of including their wedding vendors along with their guests and will do so, but please check here: We will Will not be providing a meal for the DJ, to let us know and plan accordingly.

5. Gratuity: The balance due does not include a gratuity. If you are pleased with our DJ service, your tips are appreciated by cash /check/card and so are any future referrals!