Your Wedding at a Glance

Contacts, locations and key times

COMPLETED EXAMPLE - FICTIONAL WEDDING

HOW TO USE THIS WORKSHEET

Complete what you know, save the PDF, and return it by the date requested. Leave uncertain items marked Undecided. We will finalize timing, pronunciations and music together before the wedding.

THE COUPLE

PARTNER 1 FULL NAME
Olivia Grace Bennett

PARTNER 2 FULL NAME
Alexander James Moretti

PREFERRED NAME
Olivia

PREFERRED NAME
Alex

WEDDING DATE
April 17, 2027

PARTNER 1 PHONE
941-555-0101

PARTNER 2 PHONE
941-555-0102

BEST EMAIL
olivia.alex@example.com

VENUE AND EVENT DETAILS

VENUE NAME
The Palmetto House & Gardens

VENUE ADDRESS
125 Harbor Lane, Venice, FL 34285

CEREMONY LOCATION / ROOM
Waterfront Garden

RECEPTION LOCATION / ROOM
Palmetto Ballroom

GUEST ARRIVAL
3:30 PM

CEREMONY START
4:00 PM

RECEPTION START
5:30 PM

RECEPTION END
10:00 PM

KEY CONTACTS

PLANNER / COORDINATOR NAME AND PHONE
Isabella Cruz | 941-555-0103

VENUE CONTACT NAME AND PHONE
Daniel Foster | 941-555-0104

DAY-OF EMERGENCY CONTACT AND PHONE
Sophie Bennett (sister) | 941-555-0105

EXPECTED GUESTS
120 total

APPROX. CHILDREN
8 (included in 120)

OTHER WEDDING PROFESSIONALS

PHOTOGRAPHER / COMPANY
Emma Reed | Golden Hour Photography

VIDEOGRAPHER / COMPANY
Noah Ellis | Coastal Story Films

OFFICIANT NAME
Rev. Michael Hayes

OTHER KEY PROFESSIONAL
Lily Chen | Petal & Palm Floral

IMPORTANT OVERVIEW

ANYTHING WE SHOULD UNDERSTAND BEFORE PLANNING THE ENTERTAINMENT?

Elegant garden ceremony; lively, clean-music reception. All names, vendors and locations are fictional.
Planner Isabella is the day-of decision maker. Final example review: April 10, 2027.

COMPLETED EXAMPLE - FICTIONAL WEDDING

CEREMONY SOUND

(One microphone included; additional microphones are optional add-ons by advance request)

- [x] DJ provides ceremony sound
- [ ] Venue provides sound
- [ ] Not sure

WHO NEEDS A MICROPHONE?

- [x] Officiant
- [ ] Couple
- [ ] Reader
- [ ] Musician / singer
- [ ] Not sure

PREFERRED MICROPHONE TYPE

- [x] LAV / lapel
- [ ] Handheld on stand
- [ ] No preference / discuss with us

OUTDOOR CEREMONY BACKUP LOCATION

Palmetto Ballroom; rain call at 12:00 PM

PERSON GIVING DJ CEREMONY CUES

Isabella Cruz; clear hand signal to DJ

PRE-CEREMONY

MUSIC WHILE GUESTS ARRIVE - GENRES, ARTISTS OR SONGS

Instrumental piano and acoustic love songs, 3:30-4:00 PM. Warm and relaxed; no vocals.
At 3:55 PM, announce unplugged ceremony; photographer will capture the moments.

- [x] Make an unplugged ceremony announcement
- [ ] No announcement
- [ ] Not sure

CEREMONY MUSIC AND CUES

List exact versions when important

	SONG / CUE	ARTIST / VERSION
SEATING OF GRANDPARENTS	What a Wonderful World | 0:00; continue for parents	Louis Armstrong / original
SEATING OF PARENTS	What a Wonderful World | continue; fade when seated	Louis Armstrong / original
WEDDING PARTY PROCESSIONAL	A Thousand Years | 0:00; fade on planner cue	The Piano Guys / instrumental
PARTNER 1 PROCESSIONAL	Canon in D | 0:00; fade at front	Brian Crain / piano version
PARTNER 2 PROCESSIONAL	N/A - Alex enters with officiant before music	N/A
UNITY CEREMONY / SPECIAL RITUAL	N/A - no unity ceremony	N/A
RECESSIONAL	This Will Be (An Everlasting Love) | 0:00	Natalie Cole / original

READINGS, LIVE MUSIC AND SPECIAL INSTRUCTIONS

Grandparents: Margaret & Thomas Bennett; Elena Moretti. Parents: Robert & Karen Bennett; Marco & Teresa Moretti.
Olivia enters with Robert; Alex waits at front. Officiant shares lav for vows. Isabella cues fades/recessional. No readings/live music.

Cocktail Hour & Introductions

Music, names and entrance order

COMPLETED EXAMPLE - FICTIONAL WEDDING

COCKTAIL HOUR

START TIME	END TIME	LOCATION
4:30 PM	5:30 PM	Covered Garden Terrace

MUSIC PREFERENCES - GENRES, ARTISTS, SONGS OR OVERALL MOOD

Soul, jazz and relaxed acoustic pop: Norah Jones, Leon Bridges and Frank Sinatra.
Conversational volume. Move guests to ballroom at 5:20 PM; introductions at 5:35 PM.

GUEST REQUESTS DURING COCKTAIL HOUR

- ☐ Yes, at DJ discretion
- ☑ Only from couple / planner
- ☐ No requests
- ☐ Not sure

INTRODUCTION PREFERENCES

WHO WILL GATHER AND LINE UP THE WEDDING PARTY?	PLANNED TIME
Isabella Cruz; line up by 5:25 PM	5:35 PM

- ☑ Ask guests to be seated
- ☐ Guests may remain standing
- ☐ Coordinator decides
- ☑ Ask guests to stand for the couple
- ☐ Do not ask guests to stand
- ☐ Not sure

WRITE EXACTLY HOW YOU WOULD LIKE TO BE INTRODUCED

For the first time as a married couple, please welcome Olivia and Alex Moretti!

ENTRANCE ORDER

Write names exactly as they should be announced

ORDER	NAME(S)	ROLE / RELATIONSHIP	PRONUNCIATION	SONG / CUE
1	Robert & Karen Bennett	Olivia's parents	BEN-it	A
2	Marco & Teresa Moretti	Alex's parents	moh-RET-ee	A
3	Chloe Martin & Ethan Brooks	Bridesmaid / groomsman	KLOH-ee	A
4	Ava Russo & Owen Blake	Bridesmaid / groomsman	ROO-soh	A
5	Mia Chen & Daniel Ortiz	Bridesmaid / groomsman	chen / or-TEEZ	A
6	Sophie Bennett & Luca Moretti	Maid of honor / best man	LOO-kah moh-RET-ee	A
7	Olivia & Alex Moretti	Newlyweds	moh-RET-ee	B
-	N/A - no more entrances	N/A	N/A	N/A
-	N/A - no more entrances	N/A	N/A	N/A
-	N/A - no more entrances	N/A	N/A	N/A
-	N/A - no more entrances	N/A	N/A	N/A
-	N/A - no more entrances	N/A	N/A	N/A

ADDITIONAL INTRODUCTION INSTRUCTIONS

A: September - Earth, Wind & Fire, original; start 0:00, continuous for pairs. B: Crazy in Love - Beyonce feat. Jay-Z, clean album version; start 0:38. Couple: play 20 seconds after names, then fade once centered on dance floor. Await Isabella and photographer before each cue.

Reception Timeline

Formalities, speakers and meal service

COMPLETED EXAMPLE - FICTIONAL WEDDING

RECEPTION EVENTS

Check Yes, No or Undecided - then add the song, speaker or timing details

Welcome announcement	☑ Yes	☐ No	☐ Undecided	WHO GIVES IT / WORDING / TIME	TOP CHOICE EVENTS | 5:30 PM
First dance	☑ Yes	☐ No	☐ Undecided	SONG / ARTIST / WHEN	5:40 PM | details p.5
Toasts / speeches	☑ Yes	☐ No	☐ Undecided	SPEAKERS / WHEN	6:15 PM | 3 speakers
Blessing	☑ Yes	☐ No	☐ Undecided	GIVEN BY / WHEN	Rev. Hayes | 5:45 PM
Dinner	☑ Yes	☐ No	☐ Undecided	START TIME / MEAL STYLE	5:50 PM | plated
Parent / family dances	☑ Yes	☐ No	☐ Undecided	SONGS / WHO IS DANCING	6:30 PM | details p.5
Cake cutting	☑ Yes	☐ No	☐ Undecided	SONG / TIME	7:45 PM | Sugar
Bouquet toss	☐ Yes	☑ No	☐ Undecided	SONG / TIME	No bouquet toss
Garter traditions	☐ Yes	☑ No	☐ Undecided	SONGS / DETAILS	No garter traditions
Anniversary dance	☑ Yes	☐ No	☐ Undecided	SONG / DETAILS	6:40 PM | At Last
Group photograph	☑ Yes	☐ No	☐ Undecided	WHO / WHEN	All guests | 6:45 PM
Private last dance	☑ Yes	☐ No	☐ Undecided	SONG / WHEN	9:52 PM | Perfect
Grand exit	☑ Yes	☐ No	☐ Undecided	SONG / EXIT DETAILS	9:57 PM | bubbles

MEAL SERVICE AND TIMELINE NOTES

MEAL STYLE

☑ Plated ☐ Buffet ☐ Stations ☐ Family style

WHO RELEASES TABLES? N/A - plated; catering serves

ADDITIONAL TIMELINE NOTES Dancing: 6:50 PM

COMPLETED EXAMPLE - FICTIONAL WEDDING

FEATURED DANCES

Include song title, artist and exact version

	SONG / ARTIST / VERSION	WHO IS DANCING
FIRST DANCE	Beyond - Leon Bridges | album; 0:00-1:45, fade	Olivia & Alex
PARTNER 1 FAMILY DANCE	My Girl - The Temptations | original; 0:00-1:30, fade	Olivia & Robert
PARTNER 2 FAMILY DANCE	You'll Be in My Heart - Phil Collins | 0:00-1:30, fade	Alex & Teresa
ADDITIONAL SPECIAL DANCE	At Last - Etta James | original; 0:00, natural end	All married couples

TOASTS AND SPEECHES

List speakers in order

ORDER	SPEAKER NAME	PRONUNCIATION	RELATIONSHIP / ROLE
1	Robert Bennett	ROB-ert BEN-it	Olivia's father
2	Sophie Bennett	SOH-fee BEN-it	Maid of honor / Olivia's sister
3	Luca Moretti	LOO-kah moh-RET-ee	Best man / Alex's brother
-	N/A - no additional speakers	N/A	N/A
-	N/A - no additional speakers	N/A	N/A
-	N/A - no additional speakers	N/A	N/A

SPEECH FORMAT

- [x] Scheduled speakers only
- [ ] Open microphone allowed
- [ ] Ask us first

SPEECH ORDER, APPROXIMATE TIMING, MICROPHONE OR OTHER INSTRUCTIONS

6:15 PM: Robert (2 min), Sophie (3 min), then Luca (3 min); 8 minutes total. Handheld mic; scheduled speakers only.
DJ introduces each by name and role. Isabella gathers speakers. No surprise speeches or open mic.

OTHER FORMALITIES

CAKE CUTTING SONG

Sugar - Maroon 5 | clean album; 0:00

BOUQUET TOSS SONG

N/A - no bouquet toss

GARTER TRADITION SONG(S)

N/A - no garter traditions

ANNIVERSARY DANCE SONG

At Last - Etta James | original

GRAND EXIT SONG

Signed, Sealed, Delivered - Stevie Wonder

EXIT DETAILS - SPARKLERS, BUBBLES, ETC.

9:57 PM; bubbles on front walk; no sparklers

MEANINGFUL DETAILS

PEOPLE, ANNIVERSARIES, MEMORIALS OR FAMILY CIRCUMSTANCES THE DJ SHOULD KNOW ABOUT

Margaret & Thomas Bennett celebrate 52 years married; recognize them at the end of the anniversary dance.
Elena Moretti uses a walker; keep aisles clear. Olivia and Alex both use Moretti after the wedding.

SURPRISES OR ANNOUNCEMENTS - IDENTIFY WHO HAS APPROVED THEM

No surprise performances, speeches or announcements. Any changes require approval from the couple through Isabella.

COMPLETED EXAMPLE - FICTIONAL WEDDING

OVERALL MUSIC DIRECTION

FAVORITE GENRES / DECADES
70s disco, Motown, 90s/2000s pop, modern dance

GENRES / DECADES TO AVOID
Heavy metal, aggressive rap, breakup ballads

FAVORITE ARTISTS
Earth, Wind & Fire; Bruno Mars; Dua Lipa

ARTISTS TO AVOID
No specific artists; follow do-not-play list

GUEST REQUESTS

- [x] Yes, at DJ discretion
- [ ] Only couple / wedding party
- [ ] No requests
- [ ] Ask us first

LYRICS

- [x] Clean-only music requested
- [ ] Some explicit songs are acceptable
- [ ] Discuss with us

DJ discretion is always used for song selection, timing, guest requests and suitability for the room.

PARTICIPATION SONGS AND LINE DANCES

Mark each title PLAY, ONLY IF REQUESTED, or DO NOT PLAY in the field beside it.

Electric Slide	ONLY IF REQUESTED	Cupid Shuffle	PLAY
Cha Cha Slide	DO NOT PLAY	The Wobble	ONLY IF REQUESTED
YMCA	DO NOT PLAY	Conga	DO NOT PLAY
Macarena	DO NOT PLAY	Copperhead Road	DO NOT PLAY
Shout	PLAY	Other	N/A - no others

PRIORITY SONGS

MUST-PLAY SONGS
September - Earth, Wind & Fire
Uptown Funk - Mark Ronson feat. Bruno Mars
Levitating - Dua Lipa (solo version)

PLAY-IF-POSSIBLE SONGS
Dancing Queen - ABBA
I Wanna Dance with Somebody - Whitney Houston
Yeah! - Usher feat. Lil Jon & Ludacris (clean)

DO-NOT-PLAY SONGS - GUEST REQUESTS WILL NOT OVERRIDE THIS LIST
Blurred Lines; Gold Digger; Chicken Dance; Baby Shark. No explicit versions.
Line-dance restrictions above apply even if a guest requests the song.

CLOSING THE CELEBRATION

PRIVATE LAST DANCE SONG
Perfect - Ed Sheeran | album; 0:00-3:00, fade

LAST PUBLIC SONG OF THE NIGHT
Don't Stop Believin' - Journey | original

- [x] Guests join the final song
- [ ] Couple only
- [ ] DJ decides with planner

FINAL NOTES OR LINKS TO EXACT SONG VERSIONS
9:47 PM: last public song, all guests join. 9:52 PM: private dance while Isabella lines up exit; 9:57 PM: bubble exit.
Exact source recordings auditioned in this fictional review; cues reference those files, not DJ intros. End music by 10:00 PM.

TOP CHOICE EVENTS will honor must-play and do-not-play selections while using professional judgment for song order, timing, requests and crowd response.