

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

PARTNER 2 FULL NAME

PREFERRED NAME

PREFERRED NAME

WEDDING DATE

PARTNER 1 PHONE

PARTNER 2 PHONE

BEST EMAIL

VENUE AND EVENT DETAILS

VENUE NAME

VENUE ADDRESS

CEREMONY LOCATION / ROOM

RECEPTION LOCATION / ROOM

GUEST ARRIVAL

CEREMONY START

RECEPTION START

RECEPTION END

KEY CONTACTS

PLANNER / COORDINATOR NAME AND PHONE

VENUE CONTACT NAME AND PHONE

DAY-OF EMERGENCY CONTACT AND PHONE

EXPECTED GUESTS

APPROX. CHILDREN

OTHER WEDDING PROFESSIONALS

PHOTOGRAPHER / COMPANY

VIDEOGRAPHER / COMPANY

OFFICIANT NAME

OTHER KEY PROFESSIONAL

IMPORTANT OVERVIEW

ANYTHING WE SHOULD UNDERSTAND BEFORE PLANNING THE ENTERTAINMENT?

CEREMONY SOUND

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

- ☐ DJ provides ceremony sound ☐ Venue provides sound ☐ Not sure

WHO NEEDS A MICROPHONE?

- ☐ Officiant ☐ Couple ☐ Reader ☐ Musician / singer ☐ Not sure

PREFERRED MICROPHONE TYPE

- ☐ LAV / lapel ☐ Handheld on stand ☐ No preference / discuss with us

OUTDOOR CEREMONY BACKUP LOCATION

PERSON GIVING DJ CEREMONY CUES

PRE-CEREMONY

MUSIC WHILE GUESTS ARRIVE - GENRES, ARTISTS OR SONGS

- ☐ Make an unplugged ceremony announcement ☐ No announcement ☐ Not sure

CEREMONY MUSIC AND CUES

List exact versions when important

SEATING OF GRANDPARENTS

SONG / CUE

ARTIST / VERSION

SEATING OF PARENTS

SONG / CUE

ARTIST / VERSION

WEDDING PARTY PROCESSIONAL

SONG / CUE

ARTIST / VERSION

PARTNER 1 PROCESSIONAL

SONG / CUE

ARTIST / VERSION

PARTNER 2 PROCESSIONAL

SONG / CUE

ARTIST / VERSION

UNITY CEREMONY / SPECIAL RITUAL

SONG / CUE

ARTIST / VERSION

RECESSIONAL

SONG / CUE

ARTIST / VERSION

READINGS, LIVE MUSIC AND SPECIAL INSTRUCTIONS

COCKTAIL HOUR

START TIME

END TIME

LOCATION

MUSIC PREFERENCES - GENRES, ARTISTS, SONGS OR OVERALL MOOD

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

☐ 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

ENTRANCE ORDER

Write names exactly as they should be announced

ORDER	NAME(S)	ROLE / RELATIONSHIP	PRONUNCIATION	SONG / CUE

ADDITIONAL INTRODUCTION INSTRUCTIONS

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	
First dance	☐ Yes	☐ No	☐ Undecided	SONG / ARTIST / WHEN	
Toasts / speeches	☐ Yes	☐ No	☐ Undecided	SPEAKERS / WHEN	
Blessing	☐ Yes	☐ No	☐ Undecided	GIVEN BY / WHEN	
Dinner	☐ Yes	☐ No	☐ Undecided	START TIME / MEAL STYLE	
Parent / family dances	☐ Yes	☐ No	☐ Undecided	SONGS / WHO IS DANCING	
Cake cutting	☐ Yes	☐ No	☐ Undecided	SONG / TIME	
Bouquet toss	☐ Yes	☐ No	☐ Undecided	SONG / TIME	
Garter traditions	☐ Yes	☐ No	☐ Undecided	SONGS / DETAILS	
Anniversary dance	☐ Yes	☐ No	☐ Undecided	SONG / DETAILS	
Group photograph	☐ Yes	☐ No	☐ Undecided	WHO / WHEN	
Private last dance	☐ Yes	☐ No	☐ Undecided	SONG / WHEN	
Grand exit	☐ Yes	☐ No	☐ Undecided	SONG / EXIT DETAILS	

MEAL SERVICE AND TIMELINE NOTES

MEAL STYLE

☐ Plated ☐ Buffet ☐ Stations ☐ Family style

WHO RELEASES TABLES?

ADDITIONAL TIMELINE NOTES

FEATURED DANCES

Include song title, artist and exact version

	SONG / ARTIST / VERSION	WHO IS DANCING
FIRST DANCE		
PARTNER 1 FAMILY DANCE		
PARTNER 2 FAMILY DANCE		
ADDITIONAL SPECIAL DANCE		

TOASTS AND SPEECHES

List speakers in order

ORDER	SPEAKER NAME	PRONUNCIATION	RELATIONSHIP / ROLE

SPEECH FORMAT

☐ Scheduled speakers only ☐ Open microphone allowed ☐ Ask us first

SPEECH ORDER, APPROXIMATE TIMING, MICROPHONE OR OTHER INSTRUCTIONS

OTHER FORMALITIES

CAKE CUTTING SONG

GARTER TRADITION SONG(S)

GRAND EXIT SONG

BOUQUET TOSS SONG

ANNIVERSARY DANCE SONG

EXIT DETAILS - SPARKLERS, BUBBLES, ETC.

MEANINGFUL DETAILS

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

SURPRISES OR ANNOUNCEMENTS - IDENTIFY WHO HAS APPROVED THEM

OVERALL MUSIC DIRECTION

FAVORITE GENRES / DECADES

GENRES / DECADES TO AVOID

FAVORITE ARTISTS

ARTISTS TO AVOID

GUEST REQUESTS

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

LYRICS

- ☐ 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

Cupid Shuffle

Cha Cha Slide

The Wobble

YMCA

Conga

Macarena

Copperhead Road

Shout

Other

PRIORITY SONGS

MUST-PLAY SONGS

PLAY-IF-POSSIBLE SONGS

DO-NOT-PLAY SONGS - GUEST REQUESTS WILL NOT OVERRIDE THIS LIST

CLOSING THE CELEBRATION

PRIVATE LAST DANCE SONG

LAST PUBLIC SONG OF THE NIGHT

- ☐ Guests join the final song
 ☐ Couple only
 ☐ DJ decides with planner

FINAL NOTES OR LINKS TO EXACT SONG VERSIONS

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



YOUR MUSIC. YOUR MOMENTS. YOUR CELEBRATION.

Paste a Spotify playlist link into each field you choose to complete. Please make sure Bill can open each link. For the optional playlists, share as much or as little as you like - Bill can help with the rest.

SPECIALTY SONGS | THE MOST IMPORTANT PLAYLIST

This is by far the most important playlist. It holds the songs tied to your wedding's key moments. In Bill's view, a clear specialty list gives an experienced DJ the musical essentials to step into an unfamiliar wedding and deliver those moments.

Include ceremony selections, introductions, first dance, parent or family dances, cake cutting, bouquet toss, and final dance or exit - only the moments you are including.

Use the exact recordings you want. Match each song to its moment on your planner, including start times and fades. A 0:38 cue on your Spotify version may not line up with a DJ edit.

SPOTIFY PLAYLIST LINK

OPTIONAL ATMOSPHERE PLAYLISTS

Choose how involved you would like to be. These playlists are optional.

CEREMONY ARRIVAL | ABOUT 30-40 MINUTES

Music while guests arrive and take their seats. Record the processional, partner entrance, unity ceremony, and recessional separately on your planner so exact cues are easy to verify.

SPOTIFY PLAYLIST LINK

COCKTAIL HOUR | APPROXIMATELY 90 MINUTES

Provide about 90 minutes of music for choice and extra coverage if the schedule shifts. Share the atmosphere you want as well as specific tracks.

SPOTIFY PLAYLIST LINK

DINNER | APPROXIMATELY 2.5 HOURS OF MUSIC

Provide about 2.5 hours of music to draw from. This does not mean dinner will last that long or that every song will play.

SPOTIFY PLAYLIST LINK

DANCING | START WITH 30-40 SONGS

These songs give Bill a view into your taste so he can build an amazing dance party around it. His preferred starting point is 30-40 songs, adjusted for your reception's length and style.

SPOTIFY PLAYLIST LINK