

Part I. General Information

This form is an organizational tool to help track all the details of your wedding. Art Of Sound will use this sheet as a guideline to make sure that everything happens as planned. The guidelines suggested are not firm requirements, but listings of typical wedding order of events, etc. Please complete the applicable sections as indicated.

A. Client's Information:

First Name: _____, Last Name: _____

First Name: _____, Last Name: _____

Phone: _____, other: _____

Home address: _____

B. Who else, if anyone, is involved in the planning of this event that we may need to coordinate with or take direction from:

First Name: _____, Last Name: _____

Phone: _____, E-mail: _____

C. Person to contact at event site for information:

First Name: _____, Last Name: _____

Phone: _____, other: _____

Position: _____, E-mail: _____

D. Event Information

Number of guests expected: _____, What is the percentage of family vs friends? Family ____%, Friends ____%

Date of event: _____, Time of event: _____ AM/PM to _____ AM/PM

Venue name: _____

Venue address: _____

Room / area reception to be held in: _____, [____] Inside, [____] Outside

Setup instructions: _____

What time can we start setting up: _____ AM/PM

How late will the location allow the DJ to play music? _____ AM/PM, DJ must be out by _____ AM/PM

DJ attire: [____] Casual (Polo/Slacks), [____] Formal (Dress Shirt/Tie/Slacks/Dress Shoes), [____] Other: _____

Part II. Reception Outline

The following outline is used to help plan the reception. The order listed below is the typical order of events we use, but can be adjusted as needed. Please mark an "X" for any events that you DO NOT wish to include in the reception.

Use the boxes below to number the events if you would prefer a different order.

A. Checklist: (*Order of events*)

[____] Cocktail Hour / Background Music (*while guests arrive through dinner time*)

[____] Grand Entrance

[____] Blessing Of The Food (*prayer*) by whom? (list below)

[____] Announce Dinner Is Ready (*dinner begins*)

[____] Toast

[____] Bride and Grooms First Dance

[____] Surprise Dance for Bride and Groom (*a custom music mix package is available through Art Of Sound!*)

[____] Father Daughter Dance

[____] Mother Son Dance

[____] Wedding Party Dance (*to kick off dancing time*)

[____] Cake Cutting

[____] Money Dance

[____] Removal of The Garter

[____] Garter Toss, 1. [____] Single Guys, 2. [____] All Guys

[____] Bouquet Toss, 1. [____] Single Ladies, 2. [____] All Ladies

B. Additional Notes:

Part III. Reception Information

A. Bride & Groom's Introduction Information: Please indicate how you wish to be introduced for the Grand Entrance. For example: **#1** Mr. & Mrs. Groom's Full Name? / **#2** Mr. & Mrs. Groom's Last Name? / **#3** Groom's First Name, Bride's First Name, then Groom's Last Name?

B. Wedding Party:

Note the names of those in your wedding party. If needed, add phonetic spelling to ensure correct pronunciation.

Bride's Parents: _____

Groom's Parents: _____

Best Man: _____

Maid or Matron of Honor: _____

1.(Groomsmen) _____ & _____ (Bridesmaid)

2.(Groomsmen) _____ & _____ (Bridesmaid)

3.(Groomsmen) _____ & _____ (Bridesmaid)

4.(Groomsmen) _____ & _____ (Bridesmaid)

5.(Groomsmen) _____ & _____ (Bridesmaid)

6.(Groomsmen) _____ & _____ (Bridesmaid)

7.(Groomsmen) _____ & _____ (Bridesmaid)

8.(Groomsmen) _____ & _____ (Bridesmaid)

Flower Girl(s): _____, & _____

Ring Bearer: _____

Usher: _____

C. Notes

D. Wedding Vendor Information:

Please list the other professionals involved in the reception, or indicate "N/A" as needed. This will help us work with the others involved in your reception.

1. Coordinator: _____ Phone: _____

2. Officiant: _____ Phone: _____

Will he/she need the DJ to provide him/her with a lapel / lavalier (clip-on) microphone? Yes / No

What will the approximate Officiant arrival time be: _____ AM/PM (for microphone check purposes if needed)

3. Caterer: _____ Phone: _____

Is dinner service: Sit down (served), Buffet style, Family style, Other: _____

Will the tables be named or numbered for release (buffet style only)? Yes / No

Who will be in charge of dismissing tables (buffet style only)? Venue, Caterer, DJ

Who's in charge of pouring the drinks for the toast? Venue, Caterer, Other: _____

What will be used for the toasts? Champagne, Sparkling Cider, On-Hand

Cocktail Hour: Bar Only, H'Orderves, Other: _____

4. Photographer: _____ Phone: _____

Photographer contracted from: _____ AM/PM to _____ AM/PM or All Day – No Time Limit

Any OFF-SITE shots you know you will be doing with photographer before or during reception? Yes / No

Please detail: _____

Any On-SITE special shots you know you will be doing with photographer before or during reception? Yes / No
("sunset pictures," group pictures w/ guests, etc.?)

Please detail: _____

5. Videographer: _____ Phone: _____

Videographer contracted from: _____ AM/PM to _____ AM/PM or All Day – No Time Limit

6. Bar location: _____, Open, No-Host, Semi-Hosted

Open for: Beer, Wine, Mixed Drinks, Champagne, Other: _____

Other available drinks: Soda, Water, Punch, Coffee, Tea

E. Additional information:

Will we need to bring our equipment up or down any stairs? Yes / No

Will we have to lift our equipment on to a stage? Yes / No

Part IV. Ceremony

Complete the following section for specific song selections, these will be played as specified.

NOTE: All listings must be songs available for instant internet download on popular (legal) music downloading sites such as iTunes, Amazon, Rhapsody etc. Album Only music selections are to be purchased and provided by the Client along with any hard to find music selections not available on any of the popular music sites listed above.

Please keep in mind that we can NOT get songs off of sites such as YouTube, Vimeo, Metacafe, Dailymotion etc.

A. Prelude Music Songs (*while guests are arriving*)

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

(Artist & Title) _____

B. Bridal Party Entrance Song(s)

(Artist & Title) _____

(Artist & Title) _____

C. Bride's Entrance Song

(Artist & Title) _____

D. Bridal Party Exit Song(s)

(Artist & Title) _____

(Artist & Title) _____

E. Ceremony location: _____, [_____] Inside, [_____] Outside

Approximate distance from ceremony area to reception site? _____ feet

Will we need a separate sound system for the ceremony area? Yes / No

Is there a reliable power source / outlet at the ceremony site? Yes / No

F. Notes:

Part V. Reception

Complete the following section for specific dance music selections, these will be played as specified. Indicate "n/a" for any dances you DO NOT want included.

NOTE: All listings must be songs available for instant internet download on popular (legal) music downloading sites such as iTunes, Amazon, Rhapsody etc. Album Only music selections are to be purchased and provided by the Client along with any hard to find music selections not available on any of the popular music sites listed above.

Please keep in mind that we can NOT get songs off of sites such as YouTube, Vimeo, Metacafe, Dailymotion etc.

A. Featured Dance Selections:

Please list your selections for the following dances. (Indicate "n/a" as appropriate.)

Bridal Party Grand Entrance: (Artist & Title) _____

Bride & Groom's Grand Entrance: (Artist & Title) _____

Bride & Groom's First Dance: (Artist & Title) _____

Father Daughter Dance: (Artist & Title) _____

Mother Son Dance: (Artist & Title) _____

Special Request(s): (Artist & Title) _____

Money Dance Songs: (Artists & Titles) _____

Bridal Party / Family Dance: (Artist & Title) _____

First Fast Dance / Kick Party Off: (Artist & Title) _____

First Slow Dance Song: (Artist & Title) _____

Cake Cutting Song: (Artist & Title) _____

Removal Of The Garter: (Artist & Title) _____

Garter Toss: (Artist & Title) _____

Bouquet Toss: (Artist & Title) _____

Last Dance: (Artist & Title) _____

B. General music preferences

Are there any songs that you absolutely want played? Yes / No

C. Are there any songs or artists that you absolutely DO NOT want us to play? Yes / No

D. If needed please specify your favorite local radio station(s) or favorite artist(s) below:

E. To help us gauge your music preferences, please circle your general listening genres below.

Acoustic • Adult Contemporary • Big Band • Classic Rock • Country • Disco • Electronic Dance • Freestyle
Hip-Hop • Jazz • Modern Rock • Old School • Oldies / Motown • Pop • R&B • Reggae • Swing • Top 40

IMPORTANT: Please keep in mind, people dance to what they KNOW! and popular music (radio hits of the past and present) is usually the way to go.

F. Music preference for Cocktail hour? _____

G. Music preference for Dinner? _____

H. Music preference for Dancing? _____

I. Are requests open? Yes [____] Encourage requests? / No

J. Would you like to do a Centerpiece giveaway? Yes / No [____] They are rented; announce to not take them.

If Yes, How? [____] Contest/Game (example; name that tune), [____] Give away at end of night

K. Useful apps for help with choosing popular wedding music or identifying music using your smart phone.

#1 Fun Wedding (top *wedding song suggestions for your ceremony and or reception*) www.funweddingapp.com

#2 SoundHound Inc (*identify songs playing on the radio using your smart phone*) www.soundhound.com

The Basics of Reception Toasts

Determining the order:

The couple should decide on the order of the toasts well before the wedding, and let each person know when he or she will speak. It's a good idea to write down the order and give it to the best man or the DJ; he/she can serve as toastmaster, ushering speakers to the microphone and discreetly signaling them if the toast goes on too long.

The best man can signal the start of the toasts by gently tapping the rim of his glass with a spoon or by asking for everyone's attention over the microphone. No one should feel forced to give a toast. If the best man is very uncomfortable speaking before a large audience, the maid of honor or the bride's father can step in for him.

If you have a feeling a lot of your guests will want to give toasts, you might want to limit the reception to a traditional toast (order: best man, maid of honor, parents, bride and groom) and ask the DJ to instruct all others to save their speeches for the money dance instead.

Toasting Tips

Plan it out:

While you will certainly want your words to come from the heart, you are not expected to wing it when you get up there. A few weeks beforehand, collect your thoughts and decide what you will say. Practice reciting your toast a few times until it's familiar and comfortable.

Be personal:

The best toasts include personal accounts of first encounters or good times together; a wedding is not the place to dredge up embarrassing tales or old romances. Inside jokes will be lost on others, so make sure to tell a story that everyone can appreciate. If you're good at it, humor will surely be well-received, but don't force it. Just be yourself.

Keep it short:

A toast can be as brief as a few sentences, and it should not go on for more than three minutes. Any longer and guests may lose interest — especially if there are many speakers still to come.

Write it down:

Although you should not read word-for-word from a note card, jotting down some key points can help you remember all you want to say and do so with confidence.

Stay calm:

It's normal to be nervous. As you rise to give your toast, take a deep breath, look at the person you're toasting, and speak directly to him or her. And remember to speak slowly.

Wish them well:

A toast to the bride and groom should end with hopeful wishes for a happy future. Offer personal advice, or pull inspiration from historical quotes, literature, even song lyrics —whatever represents your true sentiments. The final gesture is, of course, to raise a glass and take a sip.