

**Rob Clark Entertainment**  
**Disc Jockey Service**  
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*Wedding Ceremony Planning Form*

Please complete as much of this form as you can, take a photocopy for yourself, then return to the above address **approximately three weeks** before the wedding. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name \_\_\_\_\_ Groom's name \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Bride phone \_\_\_\_\_ Groom's phone \_\_\_\_\_

Bride's e-mail: \_\_\_\_\_

Groom's e-mail: \_\_\_\_\_

Date of wedding ceremony \_\_\_\_\_

Location of ceremony \_\_\_\_\_

Will the ceremony take place in the same **room** as the reception?  Yes;  No

If NO, please describe the area in which the ceremony will take place and where this is in relation to where the reception will take place: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the DJ need to use a **second sound system** for the ceremony  Yes;  No

or will he be able to set up in **one place for both** the ceremony and reception?

Yes;  No

Will there be a wedding coordinator?

Yes: Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

No

Who will be officiating the ceremony? \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Will the person performing the ceremony need a clip-on wireless lavalier microphone for the ceremony?

Yes;  No

Will the groom need a clip-on wireless lavalier microphone for the ceremony in order for your vows to be heard?

Yes;  No

What time is the ceremony to start? \_\_\_\_\_

What time do you expect that guests will begin to arrive? \_\_\_\_\_

What music would you prefer to have playing for guests as they are arriving before the ceremony?

- Light classical music
- Classical chamber music (e.g., string quartet music)
- Soft instrumentals of love songs
- Smooth jazz
- Soft vocals of love songs
- Other: \_\_\_\_\_

Is there a special piece of music that you would like to have played as the grandparents are being seated?

- Yes: \_\_\_\_\_
- No: Just continue playing the same prelude music as above

Is there a special piece of music you would like playing as the parents are seated?

- Yes: \_\_\_\_\_
- No: Just continue playing the same prelude music as above

Will the mothers be lighting the unity candle before they sit down?

Yes;  No

If Yes, is there a special piece of music that you would like to have played as they light the candles?

\_\_\_\_\_

Is there a special piece of music you would like as the Groom/Usher/Minister enter?

- Yes: \_\_\_\_\_
- No: Just continue playing the same prelude music as above

Is there special music that you would like to have played as the Ringbearer/ Flowergirls/ Bridesmaids enter?

- Yes: \_\_\_\_\_
- No: Just continue playing the same prelude music as above

**Music for the Bride to enter:** \_\_\_\_\_

Will there be any music required during the ceremony (e.g., for the Unity Candle, etc.)?

- Yes: \_\_\_\_\_  
 No

If yes, will there be anyone performing (e.g., singer, musicians, etc.) or will the DJ play the music?

- Singers/ musicians performing;  DJ to play the music

If there are performers/singers, will the DJ need to provide a microphone?  Yes;  No

Will the DJ need to provide background music for the singer?  Yes;  No

If yes, on CD or cassette?  CD;  Cassette;  MP3 player

Name of song(s): \_\_\_\_\_  
 \_\_\_\_\_

Will the performer be providing the DJ with the music or is the DJ responsible for bringing the music for this performer?

- Performer will bring the music;  DJ will bring the music [Note: please provide this information at least 3 weeks prior to the event to ensure adequate time to coordinate these details and make appropriate arrangements.]

Will there be anyone doing a reading?  Yes;  No

If yes, will the reader need a microphone?  Yes;  No

If yes, will the reader need a microphone stand?  Yes;  No

**Music for the Recessional at the end of the ceremony:** \_\_\_\_\_

After the ceremony the DJ will be expected to:

- Continue playing appropriate background music as the ceremony transitions into the reception.  
 Provide background music for the reception in a separate location than the ceremony.

**Any other special instructions:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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