

January 20, 2009

# The Colorado DJ Event Planner Sheet

Client Name: \_\_\_\_\_ Company/Organization: \_\_\_\_\_

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

Day Tel. No: \_\_\_\_\_ Eve. Tel. No: \_\_\_\_\_

Email Address(s): \_\_\_\_\_

Event: \_\_\_\_\_ Event Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Event Location: \_\_\_\_\_

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

Add-ons Requested: \_\_\_\_\_

## Genre(s) of Music:

- |                                      |  |                                      |  |
|--------------------------------------|--|--------------------------------------|--|
| <input type="checkbox"/> Wedding Mix | <input type="checkbox"/> Country             | <input type="checkbox"/> Disco       | <input type="checkbox"/> Rap/R&B/Hip Hop |
| <input type="checkbox"/> Dance Mix   | <input type="checkbox"/> Techno              | <input type="checkbox"/> Rock        | <input type="checkbox"/> Oldies/Motown   |
| <input type="checkbox"/> New Music   | <input type="checkbox"/> Big Band/Jazz/Swing | <input type="checkbox"/> Alternative |  |

## Personality Style of Emcee:

- Strictly Business (Makes appropriate announcements and keeps the music going)
- Intermediate (Gets audience out onto the dance floor with participation dances, etc)
- Out-going (Makes sure everyone is having a good time with announcements, playful banter, teaching dances, participation dances, and games.)

## Participation Dance(s):

- |   |   |   |                                       |
|---|---|---|---------------------------------------|
| <input type="checkbox"/> Macarena                   | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Chicken Dance        | <input type="checkbox"/> Limbo        |
| <input type="checkbox"/> Cha Cha Slide              | <input type="checkbox"/> Shoe Game      | <input type="checkbox"/> Cupid Shuffle        | <input type="checkbox"/> Dollar Dance |
| <input type="checkbox"/> Marriage/Anniversary Dance | <input type="checkbox"/> Musical Chairs | <input type="checkbox"/> Multiplication Dance |                                       |

## Songs that MUST BE PLAYED:

_____	_____
_____	_____
_____	_____
_____	_____

## Songs that we ABSOLUTELY DON'T WANT TO HEAR:

_____	_____
_____	_____
_____	_____

January 20, 2009

# The Colorado DJ Wedding Sheet 1

## WEDDING PARTY INTRODUCTIONS

PLEASE WRITE NAMES IN THE EXACT MANNER AND ORDER YOU WOULD LIKE THE WEDDING PARTY ANNOUNCED. WRITE "N/A" IF NOT APPLICABLE.

Song: \_\_\_\_\_ by \_\_\_\_\_

Grandparents of the Bride: \_\_\_\_\_

Grandparents of the Groom: \_\_\_\_\_

Parents of the Bride: \_\_\_\_\_

\_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

\_\_\_\_\_

Song: \_\_\_\_\_ by \_\_\_\_\_

Bridesmaids

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ushers

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Escorted by: \_\_\_\_\_

Flower Girl

\_\_\_\_\_

Ring Bearer

Escorted by: \_\_\_\_\_

Maid/Matron of Honor

\_\_\_\_\_

Best Man

Escorted by: \_\_\_\_\_

Song: \_\_\_\_\_ by \_\_\_\_\_

Bride and Groom to be announced as: \_\_\_\_\_

January 20, 2009

## The Colorado DJ Wedding Sheet 2

### WEDDING RECEPTION TIMELINE

USING NUMBERS TO THE LEFT, PLEASE INDICATE THE EXACT ORDER OF EVENTS FOR YOUR WEDDING RECEPTION. WRITE "N/A" IF NOT APPLICABLE AND/OR "DJ" FOR DJ'S CHOICE.

\_\_\_ Toast Given by: \_\_\_\_\_

\_\_\_ Blessing Given by: \_\_\_\_\_

\_\_\_ Meal DJ announces which tables to go to buffet?  Yes  No

\_\_\_ Bride & Groom's First Dance: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Wedding Party's Dance: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Bride & Father's Dance: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Groom & Mother's Dance: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Throwing of Bouquet

\_\_\_ Garter Removal and Toss Music:  Yes \_\_\_\_\_  No

\_\_\_ Bouquet and Garter Winner's Dance: \_\_\_\_\_ by \_\_\_\_\_

\_\_\_ Cake Cutting Music:  Modern  Traditional  No  \_\_\_\_\_

\_\_\_ Dollar Game (Centerpiece Giveaway)

\_\_\_ Speeches (Indicate order if necessary)

\_\_\_ Best Man \_\_\_ Bride's Maid \_\_\_ Mother of Groom \_\_\_ Father of Groom

\_\_\_ Mother of Bride \_\_\_ Father of Bride \_\_\_ Bride & Groom \_\_\_ \_\_\_\_\_

Photographer Name: \_\_\_\_\_ Company: \_\_\_\_\_

Videographer Name: \_\_\_\_\_ Company: \_\_\_\_\_

DJ Meal Included?  Yes  No

Is there anything special that the DJ should know or announce about the Bride & Groom, their parents, or any of the guests? \_\_\_\_\_