

MUSIC PLANNER

Wedding:

Date:

Venue:

Below is a traditional activities guideline to your Ceremony, Cocktail Hour and Reception. Please browse through  [LOTUS Event Pros: SPOTIFY PLAYLISTS](#) to help you with your song selection process. We will make a [SPOTIFY "Collaborative Playlist"](#) (video link tutorial) for all your music selection. Please give us about 10 "must plays" per section and we'll play those and others similar to them.

- Type in your response on this sheet before your final planning meeting with your DJ/MC OR at least 2 weeks before your event date.
- Please mark "**N/A**" for all areas that will not be included
- Please mark "**DJ Suggestion**" for areas that you would like us to confirm/select.
- GREEN:  TIME
- ORANGE:  NAMES & ANNOUNCEMENTS
- BLUE:  MUSIC SELECTIONS (You may also add in links from i.e. Spotify/YouTube)
- RED:  SPECIAL NOTES
- Grey:  LOCATION AREA

Please share with us your overall Vision/Ideas/Thoughts/Feelings for your Reception.

What are you looking for from the MC/DJ? What kind of Music Theme or Vibe are you requesting?

Please tell us about your guests and some of their preferences.

Brief Event Description:

Please Highlight Your Preferred DJ Music Selections:

- ☐ "The list is just a guide and suggestions for music we would like to hear. If the DJ can play most of the songs, that would be great, but we trust them to use their judgement to keep people dancing."
- ☐ "The list is very important to us and we want the DJ to stick as close to the list as possible."

WEDDING CEREMONY

 GUEST ARRIVAL TIME:

 CEREMONY START TIME:

 LOCATION AREA:

 Music Requested: (Background)	ARTIST	TITLE
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 **NOTES:**

 **SPOTIFY Playlists:** [Classic Instrumentals](#) | [Modern Instrumentals](#) | [Modern Acoustic](#)

Does The Officiant have any special accommodations/requests?

Will there be any special performers or readers? N/A

Processional: Wedding Party Ceremony Entrance

Groom	Artist:	Title:
Family	Artist:	Title: (Continued)
Groomsmen	Artist:	Title:(Continued)
Bridesmaid	Artist:	Title:(Continued)
Flower Girl, Ring Bearer	Artist:	Title:(Continued)

💡 The Same Music can be played for the Wedding Party

📝 **NOTES:**

 Bride Entrance	ARTIST:	TITLE:
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📝 **NOTES:**

🎧 **SPOTIFY Playlists:** [Processional](#)

During Ceremony

Final minute, I dos and kiss	ARTIST:	TITLE:
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📝 **NOTES:** Will there be a Reader? No

Are there any Special Traditions? Yes (TBD)

Recessional: Wedding Party Ceremony Exit

 Recessional 	ARTIST: y	TITLE:
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SPOTIFY 📝 **NOTES:**

Playlists: [Recessional](#)

After the Ceremony, who would you like to make the announcement for Cocktail/Social Hour?

(Please Highlight)

- ☐ Officiant
- ☐ DJ "Invite to Cocktail Area (Dance Floor area)"
- ☐ No Announcement Necessary

COCKTAIL SOCIAL HOUR



TIME: ~4:30-5:30



LOCATION AREA: N/A

 Music Requested: (Background)	ARTIST	TITLE
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		



NOTES:

SPOTIFY Playlists: [Classical Big Band](#) | [Modern Big Band](#) | [Smooth Jazz](#) |
[Classic Love Songs](#) [Modern Love Songs](#) | [Modern Vibes](#) | [Smooth R&B](#)

WEDDING RECEPTION

 **TIME: ~6:00**

 **LOCATION AREA: Large Tent**



Welcome Announcement:

- Housekeeping
- Social Media: #Hashtag for the event?



[GRAND ENTRANCE]



Pre-Grand Entrance: (DJ/MC will announce & recognize the family members below or special guests at their tables)

Parents of the Bride:	
Grandparents of Bride:	
Parents of the Groom:	
Grandparents of Groom:	N/A
Flower Girl & Ring Bearer	N/A
Special Guests:	N/A



NOTES:

Wedding Party Grand Entrance (Enter Room)

 Grand Entrance Background Song	Artist:	Title:
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NOTES:

How Would you like groomsmen and bridesmaids to enter?

GROOMSMEN	BRIDESMAIDS	Artist	Song Title
01)	01)	(continued)	(continued)
02)	02)	(continued)	(continued)
Ring Bearer/Flower Girl: N/A		(continued)	(continued)
Best Man:	Maid/Matron of Honor:	(continued)	(continued)

 NOTES:

 Bride & Groom Grand Entrance Song	ARTIST: (continued)	TITLE:(continued)
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 NOTES:

 SPOTIFY Playlists:

Bride & Groom Grand Entrance:

 "Ladies and Gentlemen, Introducing for the first time":	
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(Please type **exactly** how you would like to be announced, e.g. Mr. & Mrs. John Doe; Mr. & Mrs. John and Jane Doe, etc...)

 **[DINNER]** 

 **TIME:** 6:00-7:00

 Will you be having a Blessing/Prayer before Dinner is served? **NO**
If YES, who will say it?

Served or **Buffet**? If Buffet, what order would you like us to announce tables to be excused for dinner?

💡 We would also suggest the Catering Staff to go to Tables Directly to invite guests to Food Station

** Bride & Groom

** Family Tables

CATERING STAFF DISMISS

(Please give us genres or about 10 specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.

 Music Requested: (Background)	ARTIST	TITLE
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 **NOTES:** same as cocktail/social hour

 **SPOTIFY Playlists:** [Classical Big Band](#) | [Modern Big Band](#) | [Smooth Jazz](#)
[Classic Love Songs](#) | [Modern Love Songs](#) | [Modern Vibes](#) | [Smooth R&B](#)

👋 Will you be doing Table Greetings/ Rounds with your guests? **YES**/ NO "Main Family Tables, Casual Greeting throughout the night"

💡 After eating your dinner meal, we suggest that you start Table Greetings as guests start their Main Cuisine.

SLIDESHOW/VIDEO MONTAGE

Will you be having a SLIDESHOW/ VIDEO MONTAGE? YES / **NO**

If YES, when do you plan on playing it? We suggest during dinner...

We can also provide the Projector, Projector screen, Laptop/iPad player, all cables, with set-up/ breakdown labor as a package that is an additional charge. Let us know if you would like it included!

If you do not use Slide Show Gear and you would like to run the audio through our speaker system, an additional fee will be applied. Note: The projector must be within 30ft of the DJ set-up for us to do this.

[SPEECHES/ TOASTS]

 No Background Music will be played unless requested

<u>TOASTS:</u>	Name	Before /During/ After Dinner	Order #
Best Man			4
Maid of Honor			5
Parents of the Bride			2 3
Parents of the Groom			1
Additional Speeches			
Bride & Groom			6

 NOTES:

[CAKE CUTTING]

 TIME:6:45-7:00

 Cake Cutting Song	ARTIST:	TITLE:
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 NOTES:

 SPOTIFY Playlists: [\[Cake Cutting\]](#)

[FIRST DANCE]

 Bride & Groom First Dance:	ARTIST:	TITLE:
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 **NOTES:**

(Please **Highlight** A Selection)

- ◊ We trust the DJ to fade out at an appropriate moment (Usually 60-90 seconds)
- ◊ We will dance to the full song length
- ◊ We are doing a Custom Dance Mix
- ◊ We have specific times - **Start Time: 0:00 End Time: 2:40-2:50**

 **SPOTIFY Playlists:** [\[First Dance\]](#)



[SPECIAL DANCES]



If you will not be doing any of the below activities, please type N/A.

 Mother/Son Dance	ARTIST:	TITLE:
 Father/Daughter Dance	ARTIST:	TITLE:
OPENING DANCE SONG	ARTIST:	TITLE:



NOTES: INVITE ALL GUESTS OVER TO DANCE FLOOR AREA after Special Dances

Please **Highlight** A Selection:

- ◊ We trust the DJ to fade out at an appropriate moment (Usually 60-90 seconds)
- ◊ We will dance to the full song length
- ◊ We are doing a Custom Dance Mix
- ◊ We have specific times - **Start Time: End Time:**

 **SPOTIFY Playlists:** [\[Father/Daughter\]](#) [\[Mother/Son\]](#) [\[Anniversary Dance\]](#)

🎤 [SPECIAL ACTIVITIES] 🎤

Any Games/ Entertainment/ Musical Performances/ Special Cultural Tradition Requests?

Brief Description:
N/A

💡 For any special performances, please have music songs and notes sent prior event date to ensure everything is prepared.

💰💵 [MONEY/ HONEYMOON DANCE] 🏺🌙

🕒 TIME: N/A

If you will not be doing any of the below activities, please type N/A.

01) ARTIST: N/A	TITLE: N/A
02) ARTIST:	TITLE:
03) ARTIST:	TITLE:

📝 NOTES: N/A

🎵 SPOTIFY Playlists: [\[Money Dance\]](#)

🌸 [BOUQUET TOSS] 🙋

🕒 TIME: N/A

If you will not be doing any of the below activities, please type N/A.

🎵 Bouquet Toss	ARTIST:	TITLE:
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📝 NOTES: N/A

🎵 SPOTIFY Playlists: [\[Bouquet Toss\]](#)

🙋 [GARTER RETRIEVAL/ TOSS] 🙋

🕒 TIME: N/A

If you will not be doing any of the below activities, please type N/A.

🎵 Garter Retrieval	ARTIST:	TITLE:
🎵 Garter Toss	ARTIST:	TITLE:

📝 NOTES: N/A

 SPOTIFY Playlists: [\[Garter Retrieval/Toss\]](#)

OPEN DANCING

 **TIME:7:30**

 **LOCATION AREA:**

1st Dance Set (Usually older genres like Swing, 60s, 70s, Disco/Soul/Funk, Classic Rock, 80s, etc...)
(Ethnic Music, Top40)

(Please give us genres or about 10 specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.

 Music Requested:	ARTIST	TITLE
01)		
02)		
03)		
04)		
05)		

06)		
07)		
08)		
09)		
10)		



NOTES:



2nd Dance Set (Usually contemporary genres like Top 40, clean Hip-Hop, Pop, Dance/EDM etc...)
(Please give us genres or about 10+ specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.)

 Music Requested:	ARTIST	TITLE
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		
11)		
12)		

13)		
14)		
15)		



NOTES: B&G MAIN SONG - SLANDER - SUPERHUMAN (Original 1st Drop + Spag & Heddy Remix 2nd Drop)

<https://open.spotify.com/playlist/1zNL17jngCQF4rZ7CgmfuM?si=1d2f19c8a9da4174>

<https://open.spotify.com/playlist/3WhNGdLQhVZIdh5zEWlqaT?si=c772af3847cd4f71>

<https://open.spotify.com/playlist/1wXBxerRqKfadIHqFnV52Q?si=a22f4f9eabbe42f7>

LAST HOUR: HIGH ENERGY / FAST STYLE CLUB/RAVE MIXING / OPEN CREATIVE MIXING



SPOTIFY Playlists:

Pop/Dance: [1990s](#), [2000s](#), [2010s](#), [Modern Hits](#)

EDM: [1990s](#), [2000s](#), [2010s](#), [Modern Hits](#)

Hip-Hop: [1990s](#), [2000s](#), [2010s](#), [Modern Hits](#)

R&B: [1990s](#), [2000s](#), [2010s](#), [Modern Hits](#)

Rock & Roll: [1990s](#), [2000s](#), [2010s](#), [Modern Hits](#)

Disco/Soul/Funk: [Music Hits](#)

Latin: [Music Hits](#)

Country: [Music Hits](#)

Reggae: [Music Hits](#)

GUEST REQUESTS

Please **Highlight A Selection**

- Yes please allow our Guests to make music requests at DJ Discretion/ Approval
- Only Allow certain Guests to make requests. Anyone who is not on the list may need approval.
- **No Guest Requests, keep to the suggested/approved Music Playlists.**

ARE THERE ANY GUESTS THAT WE SHOULD BE AWARE OF?

Music Requested:	ARTIST	TITLE
01)		

02)		
03)		
04)		
05)		

 **NOTES:**

 **TIME: 10:00pm**

 Last Dance	ARTIST:	TITLE:
 Grand Exit	ARTIST:	TITLE:

 **NOTES:**

What time does the Music Sound have to be turned OFF? Time: 10:00pm

Will you be doing a Grand Exit? N/A

If Yes, any specific instructions?

 **SPOTIFY Playlists:** [Last Dance](#)



Closing Announcements:

- Vendor Announcements: i.e. Photo Booth, Catering Food, Dessert
- Last Call For Bar:
- Centerpiece/ Giveaways:
- Ride/Shuttle Service:
- After Party: "Downtown Redlands, DARBY'S - Open Invite"
- Special Shout Outs:

ADDITIONAL NOTES and SPECIAL REQUESTS:

PLANNING & PRODUCTION

Event Coordinator

Name	
E-Mail	
Phone Number	

Venue Contact

Name	
E-Mail	
Phone Number	

Special Vendor Contacts

Name	
E-Mail	
Phone Number	

Special On-Site Contact

Name	
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E-Mail	
Phone Number	

PRODUCTION CHECKLIST (For Event/Venue Coordinators)

- ☐ Dress Attire: button up with tie
- ☐ Approximate Guest Count: 150-200
- ☐ Access to Power Outlets: unlikely
- ☐ Table & Linen Provided (Ceremony Location, Reception Location)
- ☐ Does the Venue require Event Liability "Certificate of Insurance" (COI)/ special permits: no
 - Business Name Insured, Location Address, Phone Number, E-Mail
- ☐ Event Layout/ Placement Location (Indoors/Outdoors): outdoors
- ☐ Master Timeline Schedule:
- ☐ Load-In/Load-Out Instructions:
- ☐ Parking Instructions:
- ☐ Sound Noise Level Ordinance?: decibels
- ☐ Will a Vendor Meal be provided? yes
- ☐ Additional Equipment/Services Requested: