

This form is an organizational tool to help track all the details of your wedding. The disc jockey assigned to your event 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, and if you have any questions, don't hesitate to let us know.

**Part I. GENERAL INFORMATION for Kyd Productions**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of event: \_\_\_\_\_ Time of event: \_\_\_\_\_

Current Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

Name of event site:	Phone ( )
Address:	City:
State:	Person to contact at event site for information:
Room event to be held in:	<i>If event is outside, please provide a shaded, protected area.</i>
Setup. instructions: (circle all that apply)	On stage Next to dance floor Next to hear! Outside Ask person in
Major cross streets/ directions:	
Will we need to bring our equipment up or down any stairs? Yes No	Is there an elevator? Yes No
How late will the location allow the DJ to play music?	Start Time

DJ Dress Code: (please circle)

• Standard Uniform (tuxedo shirt, black vest, tie, dress pants)

Slacks, dress shirt & tie      Slacks & shirt (no tie)      Jeans & nice shirt      Shorts & polo shirt      other (tuxedo, theme, etc.)

**Part II. RECEPTION OUTLINE** for Kyd Productions

The following outline is used to help plan the reception. The order listed is the typical order of events, but can be adjusted as needed. Please indicate "N/A" on the line for any events that you do NOT wish to include in the reception. Use the space between the lines to add any additional events. Use the lines to number events in order if you would prefer a different order.

- Background Music (before arrival of first guest through dinner)
- Introduction of Bridal Party followed by Grand Entrance of Bride & Groom Groom's welcome to guests after
- Grand Entrance
- Announce the serving of food. (We will dismiss if buffet).
- Coordinate the serving of champagne (or cider) for the toast.
- Best Man's Toast
- Other Toast or Dedication: \_\_\_\_\_
- Cutting of the Cake Bouquet Toss
- Garter Removal/Garter Throw Father/Daughter Dance Mother/Son Dance
- Bride & Groom's First Dance
- Bridal Party Dance (Bridal Party, Parents, Grandparents and then everyone)
- Money Dance (Normally 15 minutes after first Fast Dance, Length depending on number participating guests, Continued Dancing, fun &
- Games (Le. YMCA, Men in Black, Conga Line, Limbo, etc.)

**Part III. RECEPTION INFORMATION** for Kyd Productions

**A. BRIDE & GROOM INTRODUCTION:**

Please indicate how you wish to be introduced for the Grand Entrance.  
(I.e., Mr. and Mrs. Groom's Name; or Mr. and Mrs. Last Name; or His First Name & Her First Name, then Last Name.)

\_\_\_\_\_

**B. WEDDING PARTY:**

Please note the names of those in your wedding party. If needed, add phonic spelling to ensure correct pronunciation. (Bridesmaids & groomsmen need first names only.)

Parents of the Bride & Groom \_\_\_\_\_

Best Man: \_\_\_\_\_ Maid or Matron of Honor (please indicate correction):~ \_\_\_\_\_

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

\_\_\_\_\_ (groomsmen) AND \_\_\_\_\_ (bridesmaid)

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

**C. RELATED PROFESSIONALS & Phone #'s For Kyd Productions**

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.

Disc Jockey: Kyd Productions

Coordinator: \_\_\_\_\_

Photographer: \_\_\_\_\_

Video: \_\_\_\_\_

Minister: \_\_\_\_\_

Caterer: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

**Part IV. RECEPTION MUSIC for Kyd Productions**

First, indicate your general preferences on the TOP 1300 Music List (attached or down load from Kyd Productions' web site ([www.kydproductions.com](http://www.kydproductions.com)) by check mark or highlights. This sheet will be used on site by the DJ to note your general preferences. Next, 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.

**A. Featured Dance Selections for Kyd Productions**

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

\_\_ Father/Daughter Dance: (title) \_\_\_\_\_ (, artist) \_\_\_\_\_

\_\_ Mother/Son Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

\_\_ Bride & Groom's First Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

\_\_ Bridal Party Dance/ Everyone Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

\_\_ First Fast Dance: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

\_\_ Money Dance Usually 15 minutes or so after first fast dance, No music selection necessary, DJ will keep going until all complete.)

**B. Any Additional Requests for Kyd Productions**

Are there any songs you would like played that are not listed on the Top 1300? Yes (please note below) No

**C. Any Specific Exclusion for Kyd Productions**

Are there any songs that you absolutely DO NOT want played? Yes (please note below) No

**D. General Music Preference for Kyd Productions**

To help us gauge your preferences, please indicate below your general listening preferences or favorite radio station(s) in order.

\_\_ Adult Contemporary    \_\_ Rock I Classic Rock    \_\_ Easy Listening; Soft Rock (Smooth Jazz)    \_\_ R & B I Hip Hop I Dance Music

\_\_ Country    \_\_ Oldies - 50's & 60's (Sock Hop)    \_\_ Oldies - 70's (Disco I R & B)    \_\_ Oldies - 80's (Rock, Dance)

\_\_ Other (please note), \_\_\_\_\_

**Part V. WEDDING CEREMONY SELECTIONS** for Kyd Productions'

Complete only if Kyd Productions will be providing music for the wedding ceremony.

Format

This is a basic format for a wedding ceremony. Please select the songs you would like played, if applicable, below. Suggestions on typical music are listed in parenthesis.

Background music prior to start of ceremony.

(Typically begins 1, hour before scheduled ceremony with light jazz and instrumental.)

Preference / Type: \_\_

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Seating of Mothers

(Typically to the background music as above)

Preference / Type: \_\_

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Arrival of Groom, Officinal and Best Man

(Typically there is no music to the arrival of the groom, officiate and groomsmen.)

If requested, please note selection:

Bridesmaids Processional (walk down the aisle)

Song \_\_\_\_\_ Artist. \_\_\_\_\_

Flower Girl & Ring Bearer Processional (Typically the same selection as bridesmaids.)

Song \_\_\_\_\_ Artist \_\_\_\_\_

Bride's Processional

Song \_\_\_\_\_ Artist~ \_\_\_\_\_

Song(s) during ceremony (indicate un/a" if not applicable):

Cue: \_\_\_\_\_ (i.e. lighting of candles, etc.)

Song \_\_\_\_\_ Artist \_\_\_\_\_

Cue: \_\_\_\_\_

Song, \_\_\_\_\_ Artist, \_\_\_\_\_

Recessional (Bride & Groom's walk back up the aisle)

Song \_\_\_\_\_ Artist. \_\_\_\_\_

## B. Adjustments for Kyd Productions

Please note any other songs, dedications, or additions or adjustments to the outline above in the space provided.

### Reception Event Order

This is for you to use as a guideline in planning your wedding reception. Please insert a number next to each event. Start with number 1 and follow in numerical order. All events are optional, please put a line through any event to eliminate.

- Background Music will be played during the arrival of the guests.
- Wedding Party Announcements the DJ and DJ assistant will announce the wedding party. Time: \_\_\_\_\_
- Toast The best man will be introduced. Before or After dinner is served? Please circle one.
- Other Toasts Please circle. Father of the Bride Father of the Groom Maid of Honor Groomsman Bridesmaid
- Blessing/Grace before dinner, chosen person will be introduced.
- Food Service will be announced and dinner music will be played. Time: \_\_\_\_\_
- Cake Cutting announced and attention will be directed towards the cake and the Bride & Groom.
- Special Dance - Bride & Groom will be introduced and their special song played.
- Special Dance - Bride & Father will be introduced and their special song played.
- Special Dance - Groom & Mother will be introduced and their special song played.
- Special Dance - Wedding Party will be invited onto the dance floor to dance to a song selected by you.
- Other - Use to write in your own special event or dance, otherwise please disregard
- Dancing to your music selections along with appropriate requests from your guests.
- Garter Removal & Toss The bride sits down and the groom uses only his teeth to take the garter off the bride. We will then call the groom and the single men to the dance floor. Next, we will give a countdown for the toss.
- Bouquet Toss We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.
- Garter Catcher dresses the Garter on the Bouquet Catcher's leg they will be introduced and your chosen song played.
- Bouquet Catcher dresses the Garter on the Garter Catcher's leg they will be introduced and your chosen song played.
- Special Dance - Couple who caught Garter & Bouquet their special song played.
- Dancing to more dance music until the end of your reception.
- Announce your Departure to \_\_\_\_\_

**Part VI. OPTIONS AND EXTRAS** for Kyd Productions'

For the next section, please also consider the music requests from your guests.  
Songs and/or types of music you **DO NOT** want to hear:

Songs and/or types of music you **DO** want to hear:  
Last song / dance of the night:

**Optional Specialty Dances** Please check the dances that you would like to have.  
 Dollar Dance  Chicken Dance  Hokey Pokey  Cha-Cha Slide  Hustle  Macarena  YMCA  
Any additional comments or anything special you would like to add for your wedding reception?

**Extra Equipment:**

Extra wire-less microphones if so how many? \_\_\_\_\_  
Karaoke system (\$275)  
Mirror ball and Effect Light (\$75)  
Basic dance floor lighting package (\$150)  
Intelligent dance floor lighting (\$300)  
Extra speakers if so how many? \_\_\_\_\_  
Complete second system for wedding ceremony or Extra room Extra DJ

May we take pictures at your wedding reception to post on our website? Yes / No (please circle one)

Need some suggestions for that special dance song and/or music for an event?

Visit our website at: [kydproductions.com](http://kydproductions.com) to view a list of wedding song suggestions.

Your time and effort put forth into completing this planner is greatly appreciated!

Please complete by the date indicated on the top of the first page.

You will receive a phone call the week of your wedding reception to confirm the details on this wedding planner.

**Thank you for choosing Kyd Productions for your event.**