

Wedding DJ Planning

01 / Your people and celebration



Complete what you know. Use N/A for moments you are skipping and TBD for undecided details. Times are local to the venue.

Couple names, preferred names and pronunciation

Wedding date / guest count / DJ or booking company

Primary contact / phone / email / preferred contact method

Day-of decision maker / phone (someone other than the couple)

Reception venue / full address / room or event space

Venue coordinator / phone / email

Overall atmosphere, priorities and anything we should know

Wedding DJ Planning

02 / Schedule and access



Attach the venue timeline if available. Confirm service hours with the booking company; a requested change is not a confirmed extension.

Guest arrival / music start / contracted music end / venue curfew

Load-in access / sound-check deadline / teardown deadline

Parking / unloading route / stairs or elevator / access contact

DJ location / indoor or outdoor / weather backup location

Available power / outlets / space / table / sound restrictions

Requested services: DJ, MC, ceremony, lighting, booth or other

Venue equipment provided / equipment DJ must supply

Photographer / videographer / planner contacts

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03 / Ceremony (optional)



If ceremony audio is not needed, mark this page N/A. Share the officiant script and the person who will signal each entrance.

Ceremony needed? / location / start time / guest seating time

Officiant / phone / microphone needs / reader microphones

Processional order / names / pronunciation

Seating music / processional song and exact artist or version

Partner entrance song / start point / entrance cue

Other ceremony moments / songs / cues

Recessional song / exact version / start cue

Cue person / rehearsal or sound-check arrangements

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04 / Reception moments



All traditions are optional. Enter N/A if skipped. For songs, include artist, exact version and any cue or fade instructions.

Introductions: time / names in order / pronunciation / song

How should the couple be introduced? Exact wording

Cocktail time / music atmosphere / playlist link

Toasts: time / speakers in order / announcer / microphone

Blessing / dinner time and service style / dinner music link

Dessert or cake: time / announcement / song if wanted

First dance: time / song / version / full or shortened / guest join cue

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05 / Dancing and music



A playlist is inspiration unless you label tracks must-play. Please list song and artist, with links for alternate recordings.

Parent, family or other special dances: names / songs / order

Optional moments: anniversary, bouquet, cultural traditions or other

Dance atmosphere / favorite genres and eras / energy preference

Must-play songs (mark the most important)

Do-not-play songs, artists or themes (including guest requests)

Requests allowed? / clean edits? / line dances? / mixing or fades?

Last song / private last dance / send-off time and cue

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06 / Final coordination



Review this page with your DJ. Final timing should be coordinated with the venue and booking company.

Announcements: guest book, booth, transport, last call, snacks

Accessibility / volume preferences / sensory needs / sensitivities

Who may approve timeline changes or overtime? Contact details

Outstanding decisions / person responsible / due date

Final call date and time / preferred method

Changes since the last version / date updated

Completed by / date / DJ review date