



WEDDING INFORMATION SHEET

*** Please complete the form below. Please type or print all names, and on difficult to pronounce names try to sound out the name. Example: DiGornio would be written like "dee gore knee oh". *Important notice:* To avoid embarrassing situations concerning parents, who are divorced, separated or deceased please list the exact way you want to have parents introduced. In the case of divorced or separated parents who select to attend the reception, unless you object, they will be announced as the parent and the person they are dancing with. Example: The father of the bride and his lovely wife. Please list the exact situation with parents, if possible. To be ensure that your reception goes smoothly and as planned, please answer these questions for your DJ. Thank You for your cooperation. ***

Contact's Name: _____

Where is the event going to be held? (Please include the name of the hall, it's address, and it's phone number.) _____

What time will your guests begin to arrive? _____

What time would you like us to begin playing music (and end)? _____

How many guests are you expecting? (Approximately) _____

Approximately how many guests will be (breakdown by age):

_____ 5-15, _____ 16-24, _____ 25-34, _____ 35-44, _____ 45 & up

Please rank these styles of music 1 through 12 (with #1 being the best) to indicate what you and your guests will most enjoy when the event starts:

___ Hip Hop / R&B ___ Top 40 / Pop ___ Country ___ Slow Dances ___ 80's ___ Disco
___ Classic ___ Rock ___ Motown ___ Oldies ___ Hard Rock / Metal ___ Nostalgia ___ Ethnic

How would you like your D.J. to dress? _____

Are there steps or a public / service elevator at the hall? _____

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"THE FORMALITIES"

Please mark (Y) for YES or (N) for NO for the formalities you wish to be done.

NOTE: We have them listed in the traditional order.

_____ Wedding party introduction
_____ Prayer
_____ Best Man's Toast
_____ Dinner (starts at ____ pm)
_____ Cutting the cake
_____ Bride and Groom's first dance
 Please list song choice here: _____
 Would you like to dance alone or have the wedding party join in?
 (Circle one) Just the two of us Wedding party join in
_____ Bridal Party Dance
 Please list song choice here: _____
 Would you like the parents to dance during this second dance? _____
_____ Parents Dance
 The Groom will dance with _____
 She is the Groom's (circle one) Mother, Stepmother, Other _____
 Please list song choice here: _____
 The Bride will dance with _____
 He is the Bride's (circle one) Father, Step-Father, Other _____
 Please list song choice here: _____
_____ Throwing the bouquet
 Please list song choice here: _____
_____ Removing and throwing the garter
 Please list song choice here: _____
_____ Placing the garter on the recipient of the bouquet toss.
 Please list song choice here: _____
_____ Dollar Dance
 Type of music to be played: _____
_____ Other formalities _____

Other notes, comments or instructions:



"BRIDAL PARTY LIST"

Parents of the Groom: _____

Parents of the Bride: _____

Bridesmaid (s)

Groomsmen/Ushers

Flower Girl: _____

Ring Bearer: _____

Matron of Honor: _____

Maid of Honor: _____

Best Man: _____

INTRODUCE THE BRIDE AND GROOM AS: _____

Special Announcements: _____

Additional Comments or Requests:



What are the two best numbers for the DJ. to reach you the week of your event?

Phone number: _____ Alternate number: _____ Best time to call: _____

Please Read and Sign:

I agree that I have provided all the above for our DJ to use the date of our wedding if there are any changes I will give to the DJ in writing the day of the wedding.

X _____ Date _____

Please return completed form no later than 2 weeks before your wedding to:
Coordinated 360, 273 Krulock Road, Uniontown, PA 15401

(PLEASE ALSO SUBMIT A LIST OF 20-30 SONGS YOU
WOULD LIKE TO HEAR AT YOUR WEDDING)

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