

# TADDY'S TUNES

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## Wedding Planning Questionnaire

*Attention to detail, planning and the experience with Taddy's Tunes will make your occasion one to remember. Completing this form is the next step to insuring it. We make each event special and different, but most importantly, we want you to enjoy your day. Please give this form to us at our next consultation.*

### **Contact Information**

Brides Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_  
Phone /Email: \_\_\_\_\_ Phone/Email: \_\_\_\_\_

## Ceremony

### **Order of Events**

- \_\_\_\_\_ Ushers seat the guests (Prelude music playing)
- \_\_\_\_\_ Processional (Bridal Party)
- \_\_\_\_\_ Bridal March (Bride)
- \_\_\_\_\_ Greeting (Welcome/Introduction)
- \_\_\_\_\_ Statement of Intention
- \_\_\_\_\_ Exchange of Wedding Vows
- \_\_\_\_\_ Exchange of Wedding Rings
- \_\_\_\_\_ Pronouncement of Marriage
- \_\_\_\_\_ Presentation of the Couple
- \_\_\_\_\_ Recessional

*Note: The printed order of event is only a suggestion. Every Ceremony is different, and this is YOUR Ceremony. Any event may be added, removed, or rearranged.*

# Reception

## **Order of Events**

| <u>Sequence</u> | <u>Time</u> | <u>Event</u>  |
|-----------------|-------------|---|
| _____           | _____       | Guests arrive   |
| _____           | _____       | Wedding Ceremony  |
| _____           | _____       | Cocktail Hour   |
| _____           | _____       | Reception Starts  |
| _____           | _____       | Receiving Line  |
| _____           | _____       | Grand Entrance  |
| _____           | _____       | First Dance   |
| _____           | _____       | Wedding Party Dance   |
| _____           | _____       | Grace/Blessing  |
| _____           | _____       | Dinner Served/Buffer  |
| _____           | _____       | Toasts (additional toasts & speeches are option)              |
| _____           | _____       | Father/Daughter Dance (can be combined with Mother/Son Dance) |
| _____           | _____       | Mother/Son Dance (can be combined with Father/Daughter Dance) |
| _____           | _____       | Open Dancing  |
| _____           | _____       | Cake Cutting  |
| _____           | _____       | Dessert   |
| _____           | _____       | Bouquet/Garter Toss   |
| _____           | _____       | Open Dancing  |
| _____           | _____       | Last Dance  |
| _____           | _____       | Optional Event _____  |
| _____           | _____       | Optional Event _____  |
| _____           | _____       | Optional Event _____  |
| _____           | _____       | Optional Event _____  |

*Note: The printed order of events is only a suggestion. Every Reception is different, and this is YOUR Reception. Any event may be added, removed, or rearranged. (Remember to review your schedule with your caterer)*

## **Location Information**

**Name/address of Ceremony establishment:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Primary room name (location):** \_\_\_\_\_

**Name/address of Reception establishment:** \_\_\_\_\_

**Contact name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Primary room name (location):** \_\_\_\_\_

**Special directions to Ceremony or Reception (if necessary):** \_\_\_\_\_

**Is the Reception indoors or outdoors:** \_\_\_\_\_ **If indoors, what floor is the room on:** \_\_\_\_\_

**Are there any stairs that we will have to transport our equipment? If so, is there an elevator:** \_\_\_\_\_

**If outdoors, we will need you to provide a canopy for shade (equipment)**

**Does the event location have on-site parking:** \_\_\_\_\_

## **General Information**

Date of the event: \_\_\_\_\_ Number of guests expected: \_\_\_\_\_  
Will the caterer be using the dance floor for a cocktail buffet or for the main course: \_\_\_\_\_  
What type of DJ Personality would you like: (outgoing, moderate, or easy-going): \_\_\_\_\_  
Should DJ make preparations for a meal (If no, we will assume one will be provided – thank you): \_\_\_\_\_  
Will you need to have a second sound system for background music/PA in a separate area: \_\_\_\_\_  
Will you need a microphone stand for announcements rather than holding the microphone: \_\_\_\_\_  
Will there be any OFF-SITE photos with the Photographer after the Ceremony: \_\_\_\_\_  
Will the Reception tables have reserved names: \_\_\_\_\_ Will family tables be reserved: \_\_\_\_\_

Client, please arrange with the event site that we would like to setup two hours before the guests arrive. Provide us with a copy of the floor plans showing the setup of the main reception room showing head table, dance floor and DJ area. We will require a 10' x 6' area next to the dance floor close to a *dedicated electrical power source*, plus space for speakers. There should not be any tables or seating between the sound system & speakers and the dance floor.

### **Contact Information for other Wedding Professionals**

| <b><u>Professional</u></b> | <b><u>Name</u></b> | <b><u>Phone</u></b> | <b><u>Email</u></b> |
|----------------------------|--------------------|---------------------|---------------------|
| Planner/Coordinator        | _____              | _____               | _____               |
| Caterer                    | _____              | _____               | _____               |
| Officiate                  | _____              | _____               | _____               |
| Photographer               | _____              | _____               | _____               |
| Videographer               | _____              | _____               | _____               |
| Musicians                  | _____              | _____               | _____               |

## **Ceremony**

### **Music for Ceremony (If DJ Providing Music)**

Music for the Wedding Party's Entrance: \_\_\_\_\_

Music for the Bride's Entrance: \_\_\_\_\_

Interlude Music (during Ceremony): \_\_\_\_\_

Music for your Exit as Husband & Wife: \_\_\_\_\_

Additional Songs: \_\_\_\_\_



## **First Dance**

**You can dance the First Dance by yourselves or have us invite your Wedding Party to join in part way through the dance. If you would like the First Dance to yourself, we can ask the Wedding Party to join in at the start of the Second Dance. We can then ask the rest of your guests to join in midway through the Second Dance or at the start of the Third Dance. When and how do you want us to invite other guests to join in:** \_\_\_\_\_  
\_\_\_\_\_

**Music for the First Dance:** *(slow song recommended)* \_\_\_\_\_

**Music for Second Dance:** *(if you would like to choose)* \_\_\_\_\_

**Type of Music to continue with after First/Second Dance** *(If sitting down to cocktails, soft music/Standards are recommended. If there will be some dancing before sitting down, high-energy dance music is recommended, but slow dancing or any other type can be used):*  
\_\_\_\_\_  
\_\_\_\_\_

## **Meal**

**Type of background music** *(Standard Vocals or Jazz recommended):* \_\_\_\_\_

**While guest are waiting for food, we can encourage other couples to come out on the floor for slow dancing. Is this OK with you AND the caterer:** \_\_\_\_\_

## **Toasts**

**Name of person** *(with phonetic pronunciation) who will be introduced to give the toast (usually the Best Man, but could also be the Best Man and Maid/Matron of Honor together):* \_\_\_\_\_

**Will there be additional people offering toasts? If so, who will they be:** \_\_\_\_\_  
\_\_\_\_\_

**After the toast, will the bride and groom want to say something:** *(This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends and family who have contributed in the preparation of the Ceremony or Reception. This is a fun and memorable alternative to the typical, time-consuming receiving line):* \_\_\_\_\_

## **Father/Daughter, Mother/Son, Parent Dances**

Father/Daughter and Mother/Son dances can be combined or can be separate. If combined, you can start out together or start with the Father/Daughter and we can ask the Mother/Son to join in a third or half way into the song. Which do you prefer: \_\_\_\_\_

Music for the Father/Daughter dance: \_\_\_\_\_

Music for the Mother/Son dance (*if different*): \_\_\_\_\_

An option for you is to have the two sets of Parents dance together after the above dances. The two Fathers and Mothers can dance together the whole song, or they can switch off and dance with their new In-laws.

A second option after the above dances would be to invite all of the Fathers & Daughters to join in half way through the Father/Daughter dance. We would do the same for all the Mothers & Sons. This can be done for the two Dances separately or do it together if your Father/Daughter and Mother/Son Dance is combined. **Would you like to use any of these options:** \_\_\_\_\_

## **Cake Cutting**

Music to play during the Cake Cutting: \_\_\_\_\_

The fun of this formality is in the anticipation. You may wish to have a playful, yet sensible attitude while feeding each other.

## **Bouquet and Garter Toss**

*(optional)*

Music when we invite the single Ladies out for the Bouquet Toss: \_\_\_\_\_

Music when the Groom removes the Garter: \_\_\_\_\_

Music when we invite the Men out for the Garter Toss: \_\_\_\_\_

Music when Garter Catcher puts the Garter on the Bouquet Catcher's Leg (*if applicable*): \_\_\_\_\_

Will there be additional dancing after the bouquet and garter toss, or is it to be followed immediately by the last dance and the end of the reception: \_\_\_\_\_

## **Dedications, Birthdays, Anniversaries, Special Dances**

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Last Dance**

Music for your Last Dance: \_\_\_\_\_

Do you want to do anything special during or for your last dance: \_\_\_\_\_

Are you leaving before the last dance: \_\_\_ If so, at what time: \_\_\_ Do you want your exit announced: \_\_\_\_\_

## **Additional Notes**

If you feel we need to be aware of ANY sensitive information regarding your event, family or guests:

\_\_\_\_\_

Are you are having a video presentation, a singer, musicians, centerpiece giveaway, or any other personalized addition that will make your party unique: \_\_\_\_\_

\_\_\_\_\_

Do you want us to take song requests from your guests: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

## **Additional Music Choices**

On a scale of 5 (best) to 1 (worst), rate each music category in terms of the likely appeal to the “dancers” in your crowd:

|            |                  |                    |                              |
|------------|------------------|--------------------|------------------------------|
| (___) 00's | (___) 60's       | (___) Motown       | (___) Alternative/New Wave   |
| (___) 90's | (___) 50's       | (___) Classic Rock | (___) Popular Standards      |
| (___) 80's | (___) Disco/Funk | (___) Reggae       | (___) Easy Listening/Ballads |
| (___) 70's | (___) Soul/R&B   | (___) Country      | (___) Hip Hop                |

Let us know if you would like to include any of these Interactive Group Dances during your event:

|                      |                     |                         |
|----------------------|---------------------|-------------------------|
| Electric Slide (___) | Macarena (___)      | Cha Cha Slide (___)     |
| Twist (___)          | Conga (___)         | Achy Breaky Heart (___) |
| Hustle (___)         | YMCA (___)          | Cotton-Eyed Joe (___)   |
| Time Warp (___)      | Chicken Dance (___) | C'mon 'N Ride It (___)  |
| Limbo (___)          | Hokey Pokey (___)   | Anniversary Dance (___) |

Others (*please list*) \_\_\_\_\_

**Please list any Songs or Genres *Not To Be Played* during the reception: (Use back of sheet if necessary)**

Title/Artist

Title/Artist

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**Please list any Songs to Definitely-Be-Played during the reception (Use the back of sheet if necessary)**

*If you wish, please list up to 10 MUST-PLAY songs here. List **additional requests in the next section** to be played if time permits. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, and grand finale, so do not list those songs here:*

Title/Artist

Title/Artist

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**Please list additional songs to play if time permits below (Use back or additional sheets if necessary)**

Title/Artist

Title/Artist

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