



# WEDDING & EVENTS INTAKE FORM

## COUPLE AND EVENT DETAILS

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### COUPLE INFORMATION

Partner 1 Full Name

Partner 2 Full Name

Primary Email

Primary Phone

Secondary Email

Secondary Phone

### WEDDING DETAILS

Wedding Date

Estimated Guest Count

Venue Name

Venue Contact

Venue Address

Venue Phone / Email

Event Type

☐

Ceremony

☐

Cocktail Hour

☐

Reception

☐

Other

Other Details

### SCHEDULE AND LOGISTICS

Guest Arrival Time

Ceremony Start Time

Cocktail Hour Start

Reception Start

Planned End Time

DJ Access / Setup Time

Indoor / Outdoor Notes, Parking, Load-In, Power Access, or Venue Restrictions



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## MUSIC, CEREMONY, AND RECEPTION PLANNING

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### CEREMONY PLANNING

Officiant Name

Wedding Party Size

Ceremony Music

Prelude / Guest Seating

Wedding Party Entrance

Partner 1 Entrance

Partner 2 Entrance

Unity / Special Moment

Recessional

Microphone / Ceremony Audio Notes

### RECEPTION FORMALITIES

Grand Entrance Order / Names

First Dance Song

Parent / Family Dances

Wedding Party Dance

Cake Cutting Song

Bouquet / Garter / Alternatives

Last Dance Song



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## MUSIC PREFERENCES, VENDORS, AND FINAL NOTES

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### MUSIC DIRECTION

Overall Music Style / Desired Atmosphere

Must-Play Songs / Artists

Do-Not-Play Songs / Artists

Genres to Prioritize

☐ Country ☐ Rock ☐ Pop ☐ Hip-Hop ☐ Oldies ☐ Dance ☐ Other

Guest Requests

☐ Encouraged ☐ DJ Discretion ☐ No Requests

Special Instructions

### VENDOR AND CONTACT COORDINATION

Wedding Planner / Coordinator

Planner Contact

Photographer

Photographer Contact

Caterer

Caterer Contact

Names and Pronunciations for Introductions

Additional Notes, Special Traditions, Surprises, or Accessibility Needs

Completed By

Date

Submitting this form does not confirm a booking. Dates are reserved only after a signed agreement and required retainer.