

BJ the DJ Entertainment

Information Checklist

Please use the checklist below to make sure you have completed each of the information request forms you have received from BJ the DJ. The information you provide will help BJ work with your other vendors prior to and on the day of your wedding.

- Bride and Groom Information**
- Ceremony and Reception Location Information**
- Vendor Contact Information**
- Bridal Party Information**
- Ceremony Song Selection and Timeline (ONLY if BJ the DJ is providing music)**
- Reception Song Selection and Timeline**
- Special Song Requests**
- Do NOT Play List**

Please complete the information forms and return to BJ by:

Should you have any questions while completing the information forms please feel free to contact BJ via phone or email at any time.

P 602.617.3400 F 480.247.047
bj@bjthedjentertainment.com
www.bjthedjentertainment.com

Wedding Date: _____

Ceremony Location: _____

Reception Location: _____

BJ the DJ services are required for:		
Ceremony	Reception	Both
Please circle one		

Bride

_____ **First Name**

_____ **Last (Maiden) Name**

_____ **Primary Phone Number**

_____ **Secondary Phone Number**

_____ **Email Address**

_____ **Street Address**

_____ **City**

_____ **State**

_____ **Zip Code**

Groom

_____ **First Name**

_____ **Last Name**

_____ **Primary Phone Number**

_____ **Secondary Phone Number**

_____ **Email Address**

_____ **Street Address**

_____ **City**

_____ **State**

_____ **Zip Code**

Ceremony and Reception Location Information

Ceremony:

_____		_____	
Begin Time		Approximate End Time	

Location Name			

Major Cross Streets			

Street Address			

City		State	Zip Code

Reception:

_____		_____	
Begin Time		End Time	

Location Name			

Major Cross Streets			

Street Address			

City		State	Zip Code

Ceremony Site Contact:

Title: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Reception Site Contact:

Title: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Catering Contact:

Company: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Photography Contact:

Company: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Videography Contact:

Company: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Florist Contact:

Company: _____
Phone Number: _____
Fax Number: _____
Email Address: _____

Bride's Name

Groom's Name

Maid (Matron) of Honor

Best Man

Bridesmaid (1)

Groomsman (1)

Bridesmaid (2)

Groomsmen (2)

Bridesmaid (3)

Groomsmen (3)

Bridesmaid (4)

Groomsmen (4)

Flower Girl (1)

Ring Bearer (1)

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Bridal Party Information First and Last Names

Flower Girl (2)

Ring Bearer (2)

Additional Bride's Attendant (1)

Additional Groom's Attendant (1)

Additional Bride's Attendant (2)

Additional Groom's Attendant (2)

Additional Bride's Attendant (3)

Additional Groom's Attendant (3)

Additional Bride's Attendant (4)

Additional Groom's Attendant (4)

Additional Bride's Attendant (5)

Additional Groom's Attendant (5)

Father of the Bride

Father of the Groom

Mother of the Bride

Mother of the Groom

BJ the DJ

Ceremony Song Selection and Timeline

Bride's Name

Groom's Name

Traditional Ceremony Elements

Guests Being Seated

Song Title

Artist

Album Title

Approximate Time (Hour: Minute)

Mothers of the Bride and Groom Being Seated

Song Title

Artist

Album Title

Approximate Time (Hour: Minute)

Bridesmaid Processional

Song Title

Artist

Album Title

Approximate Time (Hour: Minute)

Bride and Father of the Bride Processional

Song Title

Artist

Album Title

Approximate Time (Hour: Minute)

Unity Candle

Song Title

Artist

Album Title

Approximate Time (Hour: Minute)

P 602.617.3400 F 480.247.047

bj@bjthedj.biz
www.bjthedj.biz

Bride's Name

Groom's Name

Traditional Receptio Elements

Bridal Party Entrance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Bride & Groom Entrance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Bride & Groom First Dance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Bride and Father of the Bride Dance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Groom and Mother of the Groom Dance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Champagne Toast

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Cake Cutting

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Bride's Bouquet Toss

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Garter Toss

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Money Dance

Song Title

Artist

Album Title

Approximate Time Song is to be Played

Special Request

Song Title

Artist

Album Title

Special Request

Song Title

Artist

Album Title

Special Request

Song Title

Artist

Album Title

Special Request

Song Title

Artist

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Artist

Album Title

Special Request

Song Title

Artist

Album Title

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Reception **DO NOT PLAY** Music List

Music or Songs NOT To Be Played

If there is music or specific songs that you wish **NOT** to have played during your reception please list them below. Should your guests request any song listed below... that request will not be played.

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist

Please Do Not Play

Song Title

Artist
