



**Wedding Planner Form**  
**Bobby Freedom Entertainment**

**18 Beck Dr.**  
**Unit 1**  
**Wolfeboro, NH 03894**  
Phone: 603.509.2799

email: NHEntertainer@gmail.com

Please return this form to us at least (30) DAYS prior to your wedding date (sooner if possible.)

Ceremony Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ DJ providing music/MC for both Ceremony & Reception

Reception Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ ☐ DJ providing music for Reception only

☐ Approximate Number of Guests Attending: \_\_\_\_\_

**(Fill this part out ONLY if we are providing music services for your Ceremony)**

**Location of Ceremony:**

Facility: \_\_\_\_\_

Address: \_\_\_\_\_ ☐ Indoors ☐ Outdoors (must be sheltered w/electricity nearby)

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Extremely IMPORTANT DETAIL!**

We need to know if your ceremony is going to take place in another location separate from the reception room so that we can provide a secondary sound system if needed. If ceremony is going to be outdoors, please be sure and check with the facility to see if there will be a tent, roof or cover so that our sound equipment is safe from weather conditions. This way, we are sure to provide excellent ceremony services for you without any concerns.

☐ Same Exact Spot As Reception ☐ Different location, please explain where we need to set up: or contact facility to inform the DJ exactly where to set up \_\_\_\_\_

Ceremony Start time: \_\_\_\_\_

JP/Minister/Officiant's Name: \_\_\_\_\_

**About the Ceremony Music:** typically, the classical style wedding music will be a total of 20-30 mins. long, the music will fade down while Pronouncement is spoken and come back up at the recessional. Please let us know if your Justice of the Peace/Officiant will need a microphone, most do not.

**Prelude Music for Ceremony:** \_\_\_\_\_ (While guests arrive)

Start time: \_\_\_\_\_

song choice (title): \_\_\_\_\_

(artist): \_\_\_\_\_ ☐ DJ May Choose

**Processional:** (Groom, Minister, Groomsmen & Bridesmaids Enter and Gather)

\_\_\_\_\_ ☐ DJ May Choose

**Bride Walks Down:** ☐ yes, Traditional Wedding March "Here Comes the Bride" or if other Music, specify: (title) \_\_\_\_\_ (artist) \_\_\_\_\_

**Pronouncement:**(ring exchange, vows taken, prayer, kiss,) *music will fade down when Officiant speaks*

**Recessional Music:**(when ceremony is over, seats empty and people head for the reception)

☐ DJ's choice or, please list music:\_\_\_\_\_

example: Mendelssohn: "A Midsummer Night's Dream" ☐ yes, that's fine

### Reception Details:

**Location of Reception:** \_\_\_\_\_

☐ Same exact spot as Ceremony (same room or location)

Facility Name & Address:

City:\_\_\_\_\_

State:\_\_\_\_\_ Zip:\_\_\_\_\_

Reception Start Time:\_\_\_\_\_ Approx. End Time:\_\_\_\_\_

Specific Room/Hall/Pavilion/area at facility for reception if applicable:\_\_\_\_\_

Phone number of this facility:\_\_\_\_\_

We need to transport equipment, is Banquet Room upstairs or at ground level?

☐ Ground Level ☐ Some Stairs ☐ Not sure

Banquet Manager/Function Coordinator Contact Name:\_\_\_\_\_

### Arrival Time / Cocktail Hour/Dinner Music Selections

Are we providing dinner music? ☐ Yes ☐ No

Select any Combination of Music genres below:

\_\_\_\_\_ **Easy Listening** - soft vocal songs. (James Taylor, Sting, Mariah Carey, Rod Stewart, etc)

\_\_\_\_\_ **Light Jazz** - Instrumental (Dave Koz, Warren Hill, Kenny G, Etta James, David Sanborn)

\_\_\_\_\_ **Lounge / Big Band** - (Frank Sinatra, Dean Martin, Nat Cole, Bobby Darin, Tony Bennett)

\_\_\_\_\_ **Real jazz** (Art Tatum, Miles Davis, John Coltrane, Sonny Rollins, Dave Brubeck, Errol Garner)

\_\_\_\_\_ **Piano music** - Instrumental ( pop and jazz standards by various artists done by piano only.)

\_\_\_\_\_ **Soft Rock**- Journey, The Eagles, Van Morrison, Pink Floyd, Jackson Browne)

\_\_\_\_\_ **Others** - List what you would like to hear: \_\_\_\_\_

**The Bridal Party Introduction and Newlywed's Grand Entrance is the official beginning of the Reception. Typically, the order of entrance goes as follows:**

(FRONT OF THE LINE)

1. Parents of the Bride

2. Parents of the Groom

3. Flower Girl & Ring Bearer

4. Bridesmaids & Ushers

5. Maid/Matron of Honor & Best Man

6. Bride & Groom

(this order will be customized to your needs)

**Please List People in the Wedding:**

**Bride's Name:** \_\_\_\_\_

Approx age: ☐ under 30 ☐ Over 30 ☐ Over 40 ☐ Over 50  
contact phone for bride \_\_\_\_\_ or groom: \_\_\_\_\_

**Bride's Parents:**

Father: \_\_\_\_\_  
Mother: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

**Groom's Parents:**  
Father: \_\_\_\_\_  
Mother: \_\_\_\_\_

Any Grandparents being mentioned or announced? If so when?

\_\_\_\_\_

Flower Girls: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

☐ Maid ☐ (or Matron) of Honor: \_\_\_\_\_

**Best Man:** \_\_\_\_\_

DJ will provide a wireless mic for Best Man's Toast to Couple (please encourage him to say a few words)

**Please List all people in the Bridal Party in the order that they will walk in. (please write neatly and if name is not easily pronounced, spell out phonetic pronunciation) DO NOT CHANGE ORDER ON THE DAY OF THE WEDDING!! (DJ will line up bridal party and check this order before introductions)**

Note: Maid or Matron of Honor and the Best Man will walk into reception just before Newlyweds.

Mother of Bride	Bridesmaids: (escorted by)	Groomsmen:
Father of Bride:		
Mother of Groom:		
Father of Groom:		
Flower Girls:		
Ring Bearer:		
Maid/Matron of Honor:		

Best Man:	Bridesmaids:	Groomsmen:

Occasionally, the Matron of Honor will walk in separately from best man (just before him)

☐ Walking in and announced together as in "escorted by..." or ☐ Please announce Maid/Matron of Honor then Best Man separately.

Would you like the DJ to introduce your entire bridal party ? ☐ Yes ☐ No

If yes, indicate when you'd like this done: ☐ Before dinner is served after cocktail hour

☐ After dinner is finished

Approximate Time Dinner will be Served \_\_\_\_\_ ☐ not sure

Dinner is: ☐ Buffett Style ☐ Table Service

If Buffett, please number or name your tables so that the DJ may call them up in groups or have the facility/catering handle this.

### Introduction of Bridal Party & The Parents:

☐ Yes, Please Introduce Bride's Parents first, then the Groom's Parents, Bridal Party, Best Man, Maid of Honor, then Newlyweds. Or, if different order, please list your desired particular lineup including any grandparents IF you want them announced:

Example: Grandparents, then Bride's Parents, etc. (if unable to walk down or handicapped, we can optionally introduced parents or grandparents at their table)


### Grand Entrance/Bride & Groom Introduction

The DJ/Emcee will introduce (the Bride and Groom) when you arrive at your reception.

List here how you would like them to be introduced:

Example: "Ladies & Gentlemen, it brings me great pleasure and it is an honor to introduce to you the new

Mr. & Mrs. ...." \_\_\_\_\_ ☐ yes, that's fine

or, here's how we wish the new couple to be announced: \_\_\_\_\_

If it's your preference, We can introduce (Just the two of you)

Bride & Groom only ☐ yes we want that.

Would you like us to **play a song for the Grand Entrance** introduction ? ☐ yes

(song title) \_\_\_\_\_ by (artist) \_\_\_\_\_

☐ Play song only when bride and groom walk in last ☐ Play song for entire grand entrance including all bridal party and newlyweds. **OR two separate songs for bridal party and the couple, please list:**

**Example: "I gotta Feeling" Black Eyed Peas**

Title \_\_\_\_\_ Artist \_\_\_\_\_ (for Bridal Party Intro)

Title \_\_\_\_\_ Artist \_\_\_\_\_ (Couple Walks In)

**It is traditional to have first dance after your grand entrance, however some couples choose to do first dance after dinner. Please indicate your preference:**

☐ First dance right after we walk in and are introduced (recommended, since there are other dances to get to after dinner)

☐ **First Dance after Dinner** (if you choose this option, you need to either have an open dance at this time or the entire bridal party dances to keep the momentum going)

Bridal Party Dances song choice: \_\_\_\_\_ (song) \_\_\_\_\_ (artist)

☐ Just have an open dance after our Grand Entrance song) \_\_\_\_\_ (artist)

☐ DJ May Choose

**Toast/Speech:** it is traditional for the Best Man or Maid of Honor to make a toast to the newlyweds (please inform him/her ahead of time) We will provide a wireless microphone for them when they are prepared.

Will Maid/Matron of Honor be doing a speech or toast? ☐ **Yes** ☐ **No**

☐ Only the Best Man will be doing speech/toast

### **First Dance Song / Other Traditional Wedding Dances**

Song choice for your First Dance (The Bride & Groom):

Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Example: "Wonderful Tonight" ~Eric Clapton

☐ Dance Floor for Newlyweds Only ☐ Other Couples may join in during first dance song

\* **Note:** After the first dance, we usually have the father/daughter dance and mother/groom dance next or check here: ☐ if you would prefer these done after dinner. ( we will begin cocktail hour music)

**Father - Daughter dance** / Song: title \_\_\_\_\_ artist: \_\_\_\_\_

**Mother - Groom dance** / Song: title \_\_\_\_\_ artist: \_\_\_\_\_

Any other special dances to be done at this time? \_\_\_\_ Yes \_\_\_\_ No If yes, please list with whom  
song title: \_\_\_\_\_ artist: \_\_\_\_\_

Please check and fill in all that apply or leave blank if not applicable:

☐ Step Mother dances with \_\_\_\_\_

☐ Step Father dances with \_\_\_\_\_

Recognition of Someone Special or Dedicated Announcement or song:

\_\_\_\_\_ announce or play this when?

☐ Please announce a Mention of Honor/Anniversary to the following couples who have been married for \_\_\_\_\_ years:

\_\_\_\_\_

\_\_\_\_\_

**Cake Cutting Song Choice:** (example: How Sweet It Is~ James Taylor)

☐ DJ may suggest song, or please list the song you'd like:

title: \_\_\_\_\_ artist: \_\_\_\_\_ Or ☐ No Cake Cutting

### **Bouquet / Garter / Participation Dances**

**Would you like to throw your Bouquet?** ☐ Yes ☐ No

☐ DJ may suggest song, or list song you'd like: (example, Single Ladies, Beyonce')

title: \_\_\_\_\_ artist: \_\_\_\_\_

**Would you like to remove the Garter?** ☐ Yes ☐ No

(example: She Drives Me Crazy - Fine Young Cannibals)

☐ DJ may suggest song, or list song you'd like:

title: \_\_\_\_\_ artist: \_\_\_\_\_

---

**Party Favorites/Line Dances:**

☐ The Chicken Dance ☐ Cupid Shuffle

☐ Macarena ☐ Cha-Cha Slide ☐ Electric Slide

☐ Y.M.C.A ☐ Conga Line ☐ Mambo #5

☐ The Cotton-Eyed Joe ☐ Dollar Dance (crowd donates money to couple by paying for dances)

Song for dollar dance \_\_\_\_\_

Example: "For the Love of Money" - The O'Jays

**"Music Style Choices" as a couple, tell us about your favorite kinds of music:**

☐ Top40 ☐ Rock ☐ R&B ☐ Dance ☐ Hip Hop ☐ Pop ☐ Big Band ☐ Country ☐ Latin/Salsa

☐ Oldies ☐ Reggae ☐ Swing ☐ Dubstep ☐ Disco other: \_\_\_\_\_

\*Any Favorite artists/songs: \_\_\_\_\_

---

List any **musical styles or songs you really dislike**:

---

**Disc Jockey Interaction / Crowd Dancing / Music**

**DJ Attire:** He will wear a black suit and tie unless you would like

the DJ to wear different apparel such as a tux. If so, please indicate your preference here:

**Degree of Interaction** from the DJ that you're looking for:

Select **one below** and please select the other categories for us to have info about your music desires:

☐ Low key, very few announcements.

☐ Outgoing and fun, but poised. Announcements as needed. ☐ High energy, lots of interaction /crowd involvement.

Special notes for the DJ: \_\_\_\_\_

---

**Last Dance:**

Is there a certain song you would like to end your reception with? ☐ Yes ☐ No

If yes, list song here: \_\_\_\_\_

Who will be paying us the balance due at reception start on the day of the event?

\_\_\_\_\_ We prefer cash for the DJ fee balance, as notated in our contract, if you are not prepared to pay cash balance at start of reception, please have a cashier's check or Money Order ahead of time as we only accept personal checks for reservation fee/deposit optionally, we accept credit cards at the reception with our secure portable wireless card terminal. It is recommended that you have somebody hand the payment directly to the DJ so that your entertainment is paid for in full, this ensures a great performance, we will provide a receipt for cash.

**More Ideas....**

Give away the centerpieces from the dinner tables by taping a card under the lucky chair at each table.

Encourage a conga line starting with the bride in front and forming a "train" this keeps everyone having fun and keeps everyone at the party longer.

Have the DJ announce anniversaries of any close friends and have them dance to their original first dance.

DVD slideshow of pictures: often people set up a projector or have a DVD slideshow for everyone to watch, be sure and test the audio ahead of time, we can then connect it into our system.

Special requests for the DJ \_\_\_\_\_

**Important NOTES:**

1. Please have the reception facility provide a 6' or 8' (skirted) table. NOTE: We will provide table and skirting for facilities if they can't.
2. We arrive at least 1.5 hours before the scheduled starting time.
3. Our cost is based on providing entertainment for the number of hours in your contract (usually five or six). Additional time beyond our contract is optional if the facility allows, the rate is \$80.00 per extra hour.
4. Don't let the DJ go hungry, Including your DJ with dinner being served: Most couples recognize the importance of including their wedding vendors along with their guests and will do so, but please check here: ☐ We will ☐ Will not be providing a meal for the DJ, to let us know and plan accordingly.

**5. Gratuity: The balance due does not include a gratuity. If you are pleased with our DJ service, your tips are appreciated by cash /check/card and so are any future referrals!** Thanks and have a wonderful and memorable time!