

Lucas Music Planing Form

You can save this form at any time (using the save button above) and come back to it at a later date to complete it. For the time slots below, if you don't know the exact times, you can put something like "right after dinner", "right before the Father/Daughter Dance", "right after cake", "in the middle of dancing", etc

* Required

1. **Email address ***

General Information

2. **Wedding Date ***

Example: December 15, 2012

3. **Bride's Name ***

4. **Groom's Name ***

5. **Brides Birth Day**

Example: December 15, 2012

6. **Groom's Birth Day**

Example: December 15, 2012

7. **Coordinator Name & Number (If applicable)**

8. **Who can we contact the day of the event for questions & concerns? Phone Number?:**

9. **Number of Guests**

10. **Photographer Name & Number:**

11. Videographer Name & Number (if applicable):

12. What are your wedding colors?:

13. Any Sensitive Subjects or Situations?:

Mark only one oval.

Option 1

Reception General Info

14. Reception Start Time (including cocktail hour):

Example: 8:30 AM

15. Reception End Time

Example: 8:30 AM

16. Venue Name

17. Venue Address

18. Reception Setting

Mark only one oval.

Indoors

Outdoors

Other

19. Do we have to provide music in any other rooms besides the main area?

Mark only one oval.

Yes

No

Other: _____

20. Who can we contact at the venue for any questions leading up to the wedding?

Ceremony General Info

Skip this section if we are not providing sound for the ceremony.

21. Ceremony Location

22. Ceremony Start Time

Example: 8:30 AM

23. About what time will guests arrive for the ceremony?

Example: 8:30 AM

24. Officiant's Name

25. About how far is the ceremony site from the reception site? (50 feet, downstairs, 5 min. drive,etc)

Mark only one oval.

Option 1

26. Ceremony Setting

Mark only one oval.

Indoor

Outdoor

Other: _____

If Outdoor 10'x10' WATERPROOF canopy with side panels (or something equal to or greater than this) will need to be provided for theDJ if the ceremony or reception is outside with no covering and inclement weather is expected. With wind, rain comes from thesides and can get on DJ equipment. 3 canopy side panels helps prevent this.

27. Will you be able to provide this or do you have a backup location in case of bad weather?

If you cannot provide a covered shelter for the DJ, we can provide our own white canopy for an additional \$50

28. Would you like us to do this if inclement weather is predicted the day of the event?

Mark only one oval.

Yes

No

Maybe

Ceremony Highlights

Skip this section if we are not providing sound for the ceremony.

29. We generally play seating music for 30 minutes up until the ceremony starts. Is this ok?

Mark only one oval.

- Yes
- No
- Maybe
-

We generally set up the sound equipment in the back or side of the ceremony site (if the altar/arbor is considered the front).

30. Is there a power outlet within 25 feet of where we will set up?

Mark only one oval.

- Yes
- No
- Maybe
-

Guests arrival and seating DURATION: 30 minutes

The following events are popular for a typical wedding ceremony. They are listed in the order that they generally take place. If you do not want an event incorporated in the ceremony please write "No".

At this time, we generally play instrumental music of Today's Love Songs (e.g.Vitamin String Quartet, The Piano Guys).

31. Is this acceptable or do you have another choice?

Mark only one oval.

- Yes
- No
- Other: _____

32. If other, please specify

There are two ways to seat your grandparents & parents. You can seat them as they arrive to the ceremony site or seat them when the ceremony starts and have them walk down the aisle to music

33. Which do you prefer?*Mark only one oval.*

- seat them as they arrive to the ceremony site
- seat them when the ceremony starts and have them walk down the aisle to music
- Other: _____

34. If other, please specify

**35. Seating music for grandparents & parents
(Song & Artist)**

36. Mark only one oval.

- Option 1

Note: If you select any Classical songs like "Canon In D" or "The Wedding March", please include which version you want.

Classical songs are recorded by many different artists. Some recordings have big, full orchestras and others only have piano or piano and violin. Please specify which version you would like. You can include a youtube link.

Next, the officiant and groom usually walk down the aisle together to start the pre-processional.

37. Is this what you'll be doing?*Mark only one oval.*

- Yes
- No
- Other: _____

38. If other, please specify

Next, the groomsmen can walk in from the side with the Groom and Best Man, down the aisle with the Groom and Best Man, or down the aisle with the bridesmaids.

39. What will you be doing?

Mark only one oval.

- groomsmen walk in from the side with the Groom and Best Man
- down the aisle with the Groom and Best Man
- down the aisle with the bridesmaids
- Other: _____

40. If other, please specify

41. Pre-Processional Song & Artist (Bridesmaids, Groomsmen, ring bearer, and flower girl down the aisle)

42. Processional Song & Artist (Bride walks down the aisle with father or father figure)

43. Anything to note for the Processional?

44. Unity Ceremony Song & Artist (Bride & Groom light a Unity Candle, plant a tree, sign the Bible, etc)

45. Please specify which unity ceremony you are doing

46. Recessional Song & Artist (Bride & Groom walk backup the aisle to end the ceremony)

47. Will anyone be singing, playing an instrument, or doing a reading during the ceremony?

Mark only one oval.

- Yes
- No

48. If yes, please explain

49. If yes, what song(s)?

50. Would you like us to provide any backing tracks(karaoke,instrumental tracks) for the singer?

51. What point in the ceremony will this happen?

52. Additional Ceremony Info & Notes

Reception Highlights

For the time slots below, if you don't know the exact times, you can put something like "right after dinner", "right before the Father/Daughter Dance", "right after cake", "in the middle of dancing", etc.

53. Cocktail Hour Music

Mark only one oval.

- My Selections
- DJ & My Selections
- DJ Selections
- Other: _____

54. If other, please specify

The following is a list of popular events done at most wedding receptions. They are listed in the order that they generally take place. If you want the event incorporated into your reception, enter the approximate time it should be done. If you do not want the event to be incorporated into your reception select "No"

55. Announce the Bridal Party?*Mark only one oval.*

- Yes
- No
- Maybe

56. At what Time

Example: 8:30 AM

57. Would you like a song or parts of songs played in the background while announcing them?*Mark only one oval.*

- Yes
- No
- Maybe

58. Bridal Party Announcement Song & Artist?

If you are doing parts of songs for each, please put the song next to their names in the table at the bottom labeled "Bridal Party Introductions". Make sure to specify which part of the song (e.g. from the first chorus, from the beginning, the first verse, start at :45 into the song, etc.

59. Announce the Bride & Groom?*Mark only one oval.*

- Yes
- No

60. Time

Example: 8:30 AM

61. Would you like a song played in the background while announcing you?*Mark only one oval.*

- Yes
- No

62. Bride & Groom's Announcement Song &Artist

**63. How would you like me to introduce you? (e.g.-
Mr. & Mrs. John Mayer/Mr. &Mrs. Mayer)**

64. First Dance

65. Time

*Example: 8:30 AM***66. First Dance Song & Artist**

67. Blessing Over The Food*Mark only one oval.* Yes No**68. Time**

*Example: 8:30 AM***69. Name & Relation of Person Giving Blessing**

70. Dinner Time

Example: 8:30 AM

If you are having a buffet, guests can be released to the buffet in a few different ways (e.g. One of the catering staff walks around and dismisses tables, the coordinator dismisses tables, the DJ announces 2 tables at a time starting with the bridal party and immediate family and then working up to the highest numbered table, etc. We recommend the first two options so your guests aren't interrupted every 5 minutes with an announcement to release tables while your other guests are talking and eating

71. How will you be releasing tables to the buffet?

72. Dinner Music

Mark only one oval.

- My Selections
- DJ & My Selections
- DJ Selections
- Other: _____

73. If other, please specify

74. Who will be giving the toasts? (please include full names and relations)

75. Time

Example: 8:30 AM

76. After the 1st toast(s) would you like us to open the mic up for other toasts?

Mark only one oval.

- Yes
- No
- Maybe

77. Cake Cutting

Mark only one oval.

- Yes
- No
- Maybe

78. Time

Example: 8:30 AM

79. Cake Cutting Song & Artist

80. Father/Daughter Dance

Mark only one oval.

Yes

No

81. Time

Example: 8:30 AM

82. Father/Daughter Dance Song & Artist

83. Father's Name

84. Mother/Son Dance

Mark only one oval.

Yes

No

85. Time

Example: 8:30 AM

86. Mother's Name

87. Any other special dances?

88. Time

Example: 8:30 AM

89. Special Dance Song(s) & Artist(s)

90. Bouquet Toss

Mark only one oval.

Yes

No

91. Time

Example: 8:30 AM

92. Bouquet Toss Song & Artist**93. Garter Removal**

Mark only one oval.

Yes

No

94. Garter Removal Song & Artist**95. Garter Toss**

Mark only one oval.

Yes

No

96. Garter Toss Song & Artist**97. Should the man who catches the garter place it on the leg of the woman who catches the bouquet?****98. Specific Last Dance Song & Artist****99. Time**

Example: 8:30 AM

100. For the send off, what will guests be doing? (Holding sparklers, blowing bubbles, etc.)

101. Would you like me to announce your honeymoon destination?

Mark only one oval.

- Yes
- No

102. If so, Honeymoon Destination?

103. When are you going on your honeymoon?

104. Would you like me to take musical requests from the audience?

Mark only one oval.

- Yes
- No
- Maybe

105. DJ Personality (Reserved, Involved, Outgoing, Very Outgoing)

Musical Categories

In the long answer below, list the categories of music you and your guests would like to dance to. You can choose from this list or give examples of artists you like. 50s, 60s, Motown, 70s/Disco, Classic Rock, 80s, 90s, 2000s, Love Songs, Country, Rap/Hip Hop, RnB, Swing/Big Band, Today's Hits/Top 40, Electronic Dance Music (EDM), Today's Rock, Reggae, Folk & Americana, Indie/Alternative, Funk, Blues, Latin, Ethnic

106. Musical Categories

107. Additional Reception Info & Notes

Bridal Party Introductions

In the long answer below, please list (in the order you want them announced and how you want them paired) all the names of your bridal party. Be sure to include if they are a bridesmaid, groomsmen, Best Man, Maid of Honor, etc. The difference between a Maid and a Matron is: a Maid isn't married and a Matron is.

The typical order of announcing is similar to the order they walked in for the ceremony.

- 1) Parents of the Bride (They are usually already seated. I can acknowledge them at the table and have them stand up, announce them in with the bridal party, or not announce them at all. Please specify what you would like to do.)
- 2) Parents of the Groom (same as above)
- 3) Junior Bridesmaids & Junior Groomsmen (if any)
- 4) Bridesmaids & Groomsmen
- 5) Flower Girls & Ring Bearers (optional-they can also be announced with their mother or father if they are in the bridal party)
- 6) Maid/Matron of Honor & Best Man
- 7) Bride & Groom

108. Bridal Party Introductions

A copy of your responses will be emailed to the address you provided

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