Wedding Ceremony & Reception Music Planning Sheet
Thank you for choosing Sharpe Pursuits, Inc.! Please return this completed form and all requested attachments to shayla@sp3.us no less than TWO WEEKS prior to the wedding date.

As you will see, some of this information may have been provided to us at the time of contract signing. However, we understand that details change during the planning process. Providing us with all the information list below will allow us to better prepare for your event. Please let us know if you have any questions. And again, congratulations!

Event Information

Bride/Groom Name: ___________________________  Wedding Date: ________________

Coordinator Name: ________________________  Contact Number: (___) ___ - ____

Are the Ceremony and Reception being held in the same room? ☐ Yes  ☐ No

Ceremony Details
Location of Ceremony: include facility name, address, and specific room name (if applicable)
_________________________________________________________________________
_________________________________________________________________________

What time will we have access to the Ceremony space to begin set-up? ___:___ am/pm
Time of Ceremony: ___:___ am/pm  TO  ___:___am/pm
Estimated number of guests: __________

Reception Details
Location of Reception: include facility name, address, and specific room name (if applicable)
_________________________________________________________________________
_________________________________________________________________________

What time will we have access to the Reception location to begin set-up? ___:___ am/pm
Time of Reception ___:___ am/pm  TO ___:___ am/pm
Estimated number of guests: __________

Will there be any participants requiring the use of a microphone during the ceremony?
Is so, please indicate the number of participants in any of the categories that apply.
Please note: We automatically provide microphones for the officiate/minister and bride/groom.

☐ Reader
☐ Singers
☐ Live Musician (s), please list instruments: ________________________________________
☐ Other, please describe: __________________________________________________________
In addition to the information listed above, please attach a copy of the following:
- Wedding program
- A reception timeline detailing the time and order of events (first dance, toast, cake cutting, etc.).
- List of the names to be announced during wedding party introductions at the Reception.

This information will assist the DJ in preparing for the ceremony/reception. The wedding Coordinator will be contacted the week of the wedding to review all information.

**Music Playlists:** Please provide the song name/artist name desired.

**Wedding Ceremony Music Selection**
Genre of music to be played as guests are seated: ________________________________

Entrance of Parents/Special Guests: ____________________ / ____________________

Entrance of the Groom: _____________________________________________________

Entrance of the Wedding Party: ____________________ / ____________________

Entrance of the Bride: ____________________ / ____________________

Special Songs
________________________/________________________
________________________/________________________
________________________/________________________
________________________/________________________

Point in Ceremony (i.e., unity candle, solo)
________________________/________________________
________________________/________________________
________________________/________________________
________________________/________________________

Recessional: ____________________ / ____________________

**Reception Music Selection**
Entrance of the Bridal Party: ____________________ / ____________________

Entrance of the Bride & Groom: ____________________ / ____________________

Genre of background music during dinner/down time:
________________________/________________________

1st Dance (Bride & Groom): ____________________ / ____________________

Father/Daughter Dance: ____________________ / ____________________

Mother/Son Dance: ____________________ / ____________________
Toast: _______________________/________________________

Cutting the Cake: _______________________/________________________

Garter Removal: _______________________/________________________

Garter Toss: _______________________/________________________

Bouquet Toss: _______________________/________________________

Genre of music during ‘party’ or open dance portion of reception:
_________________________________ ______________________________

First Dance of ‘Party’:
____________________________/________________________

Last Dance of ‘Party’:
________________________/________________________

*Special Songs
Please list any additional songs you would like played during the reception. Please note at which point in the reception these song should be played:

<table>
<thead>
<tr>
<th>Song Name/Artist Name</th>
<th>Reception Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>5.</td>
<td></td>
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</tbody>
</table>

*Attach additional pages if needed.

Do NOT play list (if applicable):

<table>
<thead>
<tr>
<th>Song Name/Artist Name</th>
<th></th>
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<tbody>
<tr>
<td>1.</td>
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*Attach additional pages if needed.

Comments/Notes
Feel free to let us know of any details we need to be aware of.

_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________