

Rob Clark Entertainment, LLC

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Wedding Ceremony Agenda Planning Form

We take great care to personalize every aspect of the wedding ceremony to YOUR tastes and preferences. This form is to be used for planning out the details of the ceremony. Please complete as much of this form as you can, take a photocopy for yourself, then fax or scan and email it back to our office approximately three weeks before the wedding. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name _____ Groom's name _____

Mailing Address: _____

Bride phone: _____ Groom's phone _____

Bride's e-mail: _____

Groom's e-mail: _____

Date of wedding ceremony: _____

First guests expected to arrive at the ceremony and begin to be seated at what time? _____

What time is the ceremony to start? _____

Location and address of **ceremony**: _____

Directions: _____

Host/Hostess, Function Manager, or point of contact for the Ceremony: _____

Phone: _____

Wedding Coordinator _____ Phone: _____

Photographer _____ Phone: _____

Videographer _____ Phone: _____

Will the ceremony take place in the same room/area as the reception? Yes; No

If NO, please describe the area in which the ceremony will take place and where this is in relation to where the reception will take place:

Will the DJ need to use a second sound system for the ceremony? Yes; No

or will we be able to set up in one place, with the same placement of speakers, for both the ceremony and reception? Yes; No

Who will be officiating the ceremony? _____

Phone number: _____

Email: _____

Will the person performing the ceremony need a clip-on wireless lavalier microphone for the ceremony?

Yes; No

Will the groom need a clip-on wireless lavalier microphone for the ceremony in order for your vows to be heard?

Yes; No

What music would you prefer to have playing for guests as they are arriving before the ceremony?

Light classical music

Classical chamber music (e.g., string quartet music)

Soft instrumentals of love songs

Smooth jazz

Soft vocals of love songs

Other: _____

Is there a special piece of music you would like as the Groom/Usher/Minister enter?

Yes: _____

No: Just continue playing the same prelude music as above

Is there a special piece of music that you would like to have played as the grandparents are being seated?

Yes: _____

No: Just continue playing the same prelude music as above

Is there a special piece of music you would like playing as the parents are seated?

Yes: _____

No: Just continue playing the same prelude music as above

Will the mothers be lighting the candles on the side of the unity candle before they sit down? Yes; No

If Yes, is there a special piece of music that you would like to have played as they light the candles?

 No: Just continue playing the same prelude music as above

Is there special music that you would like to have played as the Ringbearer/ Flowergirls/ Bridesmaids enter?

Yes: _____

No: Just continue playing the same prelude music as above

Processional Music for the Bride to enter: _____

Will there be any music required during the ceremony (e.g., for the Unity Candle, Communion, etc.)?

Yes: No

If yes, at what point in the ceremony and what song? _____

Will there be anyone performing for any part of the ceremony (e.g., singer, musicians, etc.) or will the DJ play all the music?

DJ to play all the music; Singer(s)/ musician(s) performing

If singer(s)/ musician(s) will be performing, for which part(s) of the ceremony?

Prelude music

Procession of parents/ bridesmaids/ etc.

Bride's processional

Unity Candle

Communion

Other: _____

Recessional

Singer(s)/ Musician(s): _____

Phone: _____

Email: _____

If there are performers/singer(s), will the DJ need to provide a microphone? Yes; No

If yes, will the performer/singer(s) need a microphone stand? Yes; No

Will the DJ need to provide any inputs on the mixing board for the performer(s) to plug in instruments? Yes; No

If yes, please list their equipment needs: _____

Will the DJ need to provide background music for the singer? Yes; No

If yes, in what format will the music be provided? CD; MP3

Name of song(s): _____

Will the performer be providing the DJ with the music or is the DJ responsible for bringing the music for this performer?

Performer will bring the music; DJ will bring the music [Note: please provide this information and, if possible, any MP3 files, at least 3 weeks prior to the event to ensure adequate time to coordinate these details and make appropriate arrangements.]

Will anyone other than the officiant be providing a reading (e.g., Scripture, poem, etc.)? Yes; No

If yes, will the reader(s) need a microphone? Yes; No

If yes, will the reader(s) need a microphone stand? Yes; No

Music for the **Recessional** at the end of the ceremony as the Bride and Groom walk back down the aisle and any specific cue points in the music:

After the ceremony the DJ will be expected to:

Continue playing appropriate background music as the ceremony transitions into the reception.

Provide background music for the reception but in a separate location than the ceremony.

Any other special instructions: _____

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