

Elite Entertainment

1287 Hammerwood Avenue
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(408) 733-8833 / Fax: (408) 733-8811
www.e3music.com

Wedding Coordination Worksheet

Please use **black ink** to complete this worksheet. When done, make a copy and mail or fax back to Elite Entertainment no later than **one month** prior to your wedding! Please do not hesitate to contact us should you have any questions. If you are not sure what song to choose for a special event, you may always write "DJ's Choice;" an appropriate song from your song list will be selected. Thanks!

WEDDING DATE: _____

Bride's Full Name: _____ Groom's Full Name: _____

Mailing Address: _____

City/State/ZIP: _____ Email: _____

Bride's Work Phone: _____ Cell: _____ Home: _____

Groom's Work Phone: _____ Cell: _____ Home: _____

WEDDING CEREMONY INFORMATION

CEREMONY START TIME: _____ **ESTIMATED END:** _____ **Officiate:** _____

Ceremony Site: _____ **Specific room or area:** _____

Address: _____ **City:** _____

If Elite Entertainment is providing the ceremony music, please complete the following. If you'd like the "Traditional" selection, please circle it; otherwise, write your selections in the "Other" space:

Bridal Party Processional: Traditional - "Canon in D" Other: _____

Bride's Entrance: Traditional - "Here Comes the Bride" Other: _____

Bride & Groom's Exit: Traditional - "Wedding March" Other: _____

Extra microphone needed for any live singing or guests reading during your ceremony? YES NO

RECEPTION INFORMATION AND DETAILS

RECEPTION START TIME: _____ **END:** _____ *(DJ will arrive one hour prior to start time)*

RECEPTION SITE (Please send map or directions as needed)

Name of Location: _____

Name of Reception Room or Area: _____

Address: _____ **City:** _____ **Zip:** _____

Phone Number: _____ **Contact:** _____

In order to best serve you, we will work with your videographer, photographer and caterer to assure a smoothly run reception.

PHOTOGRAPHER: _____

Phone: _____

VIDEOGRAPHER: _____

Phone: _____

CATERER: _____

Phone: _____

WEDDING COORDINATOR: _____

Phone: _____

RECEPTION SCHEDULE OF EVENTS

COCKTAIL HOUR MUSIC (Circle one): Easy Listening Jazz Soft Rock Other: _____

GRAND ENTRANCE (Introduction of the Bridal Party)

GRAND ENTRANCE SONG: Traditional Upbeat Other _____

For the below, please choose a walk-in **introduction** or a wave-from-table **acknowledgement**

Groom's Grandparents: _____ Introduce / Acknowledge

Bride's Grandparents: _____ Introduce / Acknowledge

Groom's Parents: _____ Introduce / Acknowledge

Bride's Parents: _____ Introduce / Acknowledge

Flower Girl: _____ Ring bearer: _____

BRIDESMAIDS

GROOMSMEN

(Please list with partner in order.)

MAID/MATRON OF HONOR: _____ BEST MAN: _____

THE NEW MR. & MRS. _____

EVENTS

TOAST: Best Man Yes / No _____

Maid of Honor Yes / No _____

Additional Toasts Yes / No _____

BLESSING: Yes / No If Yes, by whom? _____

DINNER MUSIC: (Circle one) Easy Listening Smooth Jazz Soft Rock Other: _____

BRIDE & GROOM'S FIRST DANCE: _____

FATHER / DAUGHTER DANCE: Yes / No _____

MOTHER / SON DANCE: Yes / No _____

BRIDAL PARTY DANCE: _____

Your DJ will invite all the guests to the dance floor halfway through this song.

FIRST FAST DANCE SONG: _____

CUTTING OF THE CAKE Yes / No BOUQUET & GARTER TOSS Yes / No

MONEY DANCE Yes / No MARRIED COUPLES DANCE Yes / No

GROUP DANCES (Please circle any you would like played):

| | | | |
|----------------|---------------|---------------|-------------|
| Bunny Hop | Cha-Cha Slide | Chicken Dance | Conga Line |
| Electric Slide | Elvira | Hands Up | Hokey Pokey |
| Hustle | Limbo | Macarena | Y.M.C.A. |

ADDITIONAL MUSIC SELECTION

At most receptions, our DJs have time to play about 40 dance songs. We like to play a wide variety of music to cover everyone's taste at your celebration. If there are songs you want to hear that were not on the song list, please list them below. You can list these songs by title and/or artist. Feel free to attach additional sheets if necessary.

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Please list any songs, artists, or music styles that you DO NOT want played:

BRIDE & GROOM'S LAST SLOW DANCE: _____

LAST FAST DANCE SONG OF NIGHT: _____

HONEYMOON DESTINATION: _____