



**Wedding Planner Form  
Bobby Freedom Entertainment**

**489 White Mountain  
Highway Unit B  
Milton, NH 03851**

office:603.509.2799

cell:603-973-3480

e-mail: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

Yes, would like Karaoke at Reception  No Karaoke, DJ is for music/announcements only

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

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

**Location of Ceremony:**

Facility \_\_\_\_\_

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

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Ceremony Start time \_\_\_\_\_ Ring Bearer Name \_\_\_\_\_

**Prelude Music for Ceremony:** \_\_\_\_\_ (While guests arrive)  Not Needed

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

Candle lighting Song/Mother's Song: \_\_\_\_\_

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

\_\_\_\_\_ (music will fade down when JP speaks)

**Bridal March:**  yes, Traditional Wedding March or if other Music,

specify \_\_\_\_\_ Unity Candle: \_\_\_\_\_

(ring exchange, prayer, kiss, Pronouncement)

**Recessional Music:**  DJ's choice or, please list

music: \_\_\_\_\_

**Reception**

**Location of Reception:** \_\_\_\_\_  Same exact spot as Ceremony

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

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Reception Start Time \_\_\_\_\_ 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



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

Are we providing dinner music?  Yes  No Time Dinner will be Served \_\_\_\_\_

Select any Combination of Music genres below:

- \_\_\_\_\_ **Classical** (Bach, Beethoven, Brahms, Vivaldi, Handel, etc.)
- \_\_\_\_\_ **Easy Listening** - soft vocal songs. (James Taylor, Sting, Whitney Houston, Celine Dion, etc)
- \_\_\_\_\_ **Light Jazz** - Instrumental (Dave Koz, Warren Hill, Kenny G, Bob James, David Sanborn, Earle Klugh)
- \_\_\_\_\_ **Lounge / Big Band** - with vocals (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.)
- \_\_\_\_\_ **Others** - List what you would like to hear: \_\_\_\_\_

Optional dinner music choices,

We will bring our own cocktail/ dinner music and give it to you that evening.  
(ipod's, Flash Drives, or CD's fine, no vinyl)

Will there be a blessing spoken before dinner?  Yes  No  It Might Happen, Not planned

Would you like us to introduce the person saying this?  Yes  No

If yes, that persons name: \_\_\_\_\_

**Would you like us to introduce your entire bridal party ?**  Yes  No

If yes, indicate when you'd like this done:  Before dinner is served shortly after guests arrive

After dinner is finished Dinner is:  Buffett Style  Table Service

If Buffett, please number or name your tables so that the DJ may call them up in groups.

**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.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

note: DJ will provide a wireless mic for Best Man's Toast to Couple (please encourage him)

Recognition of Someone Special or Dedicated Announcement or song:

\_\_\_\_\_

**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)\_\_\_\_\_

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)

First Dance after Dinner

**First Dance / Other Traditional Wedding Dances**

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

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

Example: The Closer I Get To You by (version): Luther Vandross

**How would you like to be introduced for this dance?**

Example: "Ladies & Gentleman, it's now time for their very first dance as a married couple, could we please get a big round of applause for Mr. & Mrs. \_\_\_\_\_.

OR, (we prefer:) \_\_\_\_\_

\* **Note:** After the first dance, we usually have the father/daughter dance and/or mother/groom dance next if you choose to do these.

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

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

Song choice Entire **Bridal party dance:** title \_\_\_\_\_ artist: \_\_\_\_\_

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

Step Mother dances with \_\_\_\_\_

Step Father dances with \_\_\_\_\_

**Cake Cutting Song Choice:** (example: Moondance, Van Morrison)

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

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

**Bouquet / Garter / Participation Dances** (example, Another One Bites the Dust, Queen)

Would you like to throw your Bouquet?  Yes  No

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

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

Would you like to remove the Garter?  Yes  No

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

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

**Any Other Special Dances?**

If yes, please check those that you'd like us to provide music for:

The Hokey Pokey  The Chicken Dance  Cupid Shuffle

Macarena  Cha Cha Slide  Electric Slide

Y.M.C.A  "Party Train"/Conga Line  Limbo (bring your own stick)

The Cotton-Eyed Joe  Dollar Dance (crowd donates for honeymoon)

**"Must Play" Songs:**

Please list both title & artist:

\_\_\_\_\_  
\_\_\_\_\_

## 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. 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.

Is getting your songs (you've selected) played a priority over either the guest requests or the DJs picks?

Yes  No  We're open to all

Will there be children attending? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, approx. # \_\_\_\_\_ Do you want special songs/games for them? \_\_\_\_\_

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

---

\_\_\_\_\_ **Note:** Many of today's Hip/Hop R&B type songs that get requested have explicit lyrics, we will do our best to see that any versions played at your event are the (clean, edited radio versions) so that nobody is offended under any circumstances, however, if one slips through that you do not approve of, we will instantly fade it down and replace it with a more acceptable, crowd-friendly song. 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 night 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.** Please do not wait until the day of your wedding to have this money put aside, as ATM's have limitations, thanks. (it happens)

### 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 1.5 hours before the scheduled starting time. If the DJ will also be providing ceremony music and all the equipment must be moved to another location, we would appreciate any available hands to do this, as the DJ is often alone and it is a lot of equipment, thanks. (appreciated, but not a requisite)
3. Our cost is based on providing entertainment for the number of hours in your contract (usually four-five). Additional time beyond our contract is negotiable, the rate is \$80.00-\$100 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. Tipping the DJ: The balance due does not include a gratuity. If you are pleased with our DJ service, your tips are appreciated by cash or check and so are any future referrals!

Congratulations on your wedding and have a wonderful time!