

Name _____ **Date** _____

Location _____ **Phone:** _____

Done?	Description	Yes/No	Notes
	Inside Event		
	Outside Event		
	Shade for outside event		
	Table		
	Parking?		
	Will meal be provided?		
	Setup loc of equipment?		
	Arrival Time:		
	Play Time:		
	Wedding Ceremony Start		
	Music for Ceremony?		
	Introduce Bridal Party		
	Prayer for Meal?		
	Birthdays		
	Anniversaries		
	Dedications		

Done?	Music Selection	Time	Song - Artist
	Ceremony - Processional		
	Ceremony - Recessional		
	Cocktail / Hor Derves		
	Dinner Music		
	1st Dance Song		
	2nd Dance Song		
	Father/Daughter Song		
	Mother/Son Song		
	Cake - Music 10 min.		
	Boquet/Garter		
	Last Song		

Done?	Bridal Party	Order	Names PLEASE SPELL PHONETICALLY
	Parents of the Bride		
	Parents of the Groom		
	Best Man/Maid of Honor		
	1st Bridesmaid/Groomsman		
	2nd Bridesmaid/Groomsman		
	3rd Bridesmaid/Groomsman		
	4th Bridesmaid/Groomsman		
	5th Bridesmaid/Groomsman		
	6th Bridesmaid/Groomsman		

Use lower case (a) to make a check mark in Done column