

CMR Entertainment

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Visit Us Online At: www.cmrentertainment.com

Wedding Ceremony Planning Form

Please complete as much of this form as you can, take a photocopy for yourself, then return to the above address **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 _____

Address: _____

Bride's phone: (evening) _____ Groom's phone (evening) _____

Bride's phone (day phone) _____ Groom's phone (day phone) _____

Bride's e-mail: _____

Groom's e-mail: _____

Date of wedding ceremony _____

Location of ceremony _____

Will the ceremony take place in the same room 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 he be able to set up in one place for both the ceremony and reception? Yes _____ No _____

Will there be a wedding coordinator? Yes _____ No _____

If Yes :Coordinator's Name: _____ Phone: _____

Who will be officiating the ceremony? _____

Phone number: _____

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 time is the ceremony to start? _____

What time do you expect that guests will begin to arrive? _____

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

_____ Light classical music

_____ Classical chamber music

_____ Soft instrumentals of love songs

_____ Smooth jazz

_____ Soft vocals of love songs

Other: _____

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 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?

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 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

Music for the Bride to enter: _____

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

Yes: _____

No _____

If yes, will there be anyone performing (e.g., singer, musicians, etc.) or will the DJ play the music?

Singers/musicians performing Yes _____ No _____ DJ to play the music Yes _____ No _____

If there are performers/singers, will the DJ need to provide a microphone? Yes _____ No _____

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

If yes, the singer must provide us a CD of their background music.

Name of song(s): _____

Performer will bring the music. Please provide us the above information 3 weeks prior to the event to ensure adequate time to coordinate these details and make appropriate arrangements.

Will there be anyone doing a reading? Yes _____ No _____

If yes, will the reader need a microphone? Yes _____ No _____

If yes, will the reader need a microphone stand? Yes _____ No _____

Music for the Recessional at the end of the ceremony: _____

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 in a separate location than the ceremony.

Please complete this form and fill in as much information as you can. If there is a question that does not apply please be sure and enter N/A. This document can be returned with your Contract, Wedding Planner Form and Request Sheet or individually but it **MUST** be returned 3 weeks prior to your Wedding Ceremony. Please contact your CMR Entertainment Wedding Specialist anytime for questions or for any changes.