



WEDDING DJ PLANNING FORMS

TIMELINE + CLIENT QUESTIONNAIRE

Everything we need to create a smooth,
personalized and unforgettable celebration.

1

PLANNING MEETING

2

CEREMONY DETAILS

3

RECEPTION TIMELINE

DJDEKADE.COM



WEDDING DJ PLANNING MEETING

Timeline + Client Questionnaire

COUPLE	_____	WEDDING DATE	_____
VENUE	_____	GUEST COUNT	_____
DJ / MC	_____	COORDINATOR	_____
START TIME	_____	END TIME	_____

MEETING FLOW | Walk through the day in order. Lock the timeline first, then songs, names, pronunciations, and who is responsible for every cue.

1 ARRIVAL, LOAD-IN & SETUP | Start here before talking music



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	DJ Arrival / Setup	☐ What time can the DJ team arrive and begin load-in? ☐ Confirm the master timeline. Is this the latest version? ☐ Confirm the room / venue layout and every DJ setup location. ☐ What is the total attendance? ☐ What is the general age range of guests? ☐ What year did each partner graduate high school? (Helpful for era / nostalgia references.) ☐ Where do we park and load in? Any stairs, elevators, long walks, security, or access restrictions? ☐ Is power available at each setup location? Any venue sound limits or required house connections?	
_____	Key Contacts	☐ Who is the day-of coordinator / planner? Best phone number? ☐ Who can make timeline decisions if the couple is unavailable? ☐ Confirm photographer / videographer names so formal moments can be coordinated.	

2 GUEST ARRIVAL & CEREMONY | Pre-ceremony through recessional



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Guest Arrival / Pre-Ceremony Music	☐ What time do guests begin arriving? ☐ What style of pre-ceremony music would you like? ☐ Do you have a Spotify / Apple Music playlist link? ☐ Is there reliable power at the ceremony location?	
_____	Ceremony Start	☐ Who is the officiant? How is their name pronounced? ☐ Besides the officiant, are there any other speakers, readers, or performers? ☐ Are you doing personal vows? ☐ Who needs a microphone during the ceremony?	
_____	Processional	☐ What is the processional order? ☐ What song(s) should play? Confirm exact artist / version and any specific cue point.	
_____	Bride / Partner Entrance	☐ What song should play? Confirm exact version and cue point. ☐ What visual cue tells the DJ to start the entrance song?	
_____	Personal Vows	☐ Yes or no? If yes, will both partners need amplification?	
_____	Recessional	☐ What song should play after the ceremony? ☐ Any announcement immediately after the recessional (cocktail hour location, group photo, etc.)?	



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3 COCKTAIL HOUR & SEATING | Transition guests into the reception



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Cocktail Hour	☐ Where will cocktail hour be located? ☐ What type of music would you like? ☐ Do you have a Spotify / Apple Music playlist link? ☐ Will cocktail hour require a separate sound system / speaker location? ☐ Any announcements during cocktail hour?	
_____	Invite Guests to Sit	☐ What time should guests be invited into the reception? ☐ Double-check the reception layout and final DJ booth location. ☐ Who gives the DJ the go-ahead once the room and wedding party are ready?	

4 WEDDING PARTY & GRAND ENTRANCE | Get names, pronunciations, order, and songs



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Wedding Party Introductions	☐ How should the wedding party be introduced: one big group, pairs, bridesmaids / groomsmen split, or no announcement? ☐ List every name in entrance order and confirm pronunciation. ☐ What song should play for the wedding party entrance?	
_____	Grand Entrance	☐ Exactly how do you want the couple announced? ☐ What song should play? Confirm exact artist / version and cue point. ☐ Any special entrance action, photo moment, tunnel, or choreographed cue?	
_____	First Dance	☐ What is the first dance song? ☐ How long do you want it played: full song or shortened? ☐ If shortened, where should the DJ fade / end it?	
_____	Welcome Toast	☐ Who is giving the welcome toast? Confirm name and pronunciation. ☐ When should it happen in relation to dinner?	
_____	Prayer / Blessing	☐ Will there be a prayer or blessing? Yes / No. ☐ If yes, who is giving it? Confirm name and pronunciation.	

5 DINNER & TOASTS | Clarify service style and microphone flow



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Dinner	☐ What type of dinner music would you like? ☐ Do you have a Spotify / Apple Music playlist link? ☐ Is dinner plated / served, buffet, stations, or another format? ☐ If buffet: who is responsible for releasing tables – coordinator, venue, or DJ? ☐ Are there any dinner announcements or special meal cues?	
_____	Toasts / Speeches	☐ Who is speaking? List names in order and confirm pronunciations. ☐ When are toasts happening – before dinner, during dinner, or after dinner? ☐ Will speakers come to one microphone location or use a handheld at their seats? ☐ Any open-mic / surprise speeches allowed, or approved speakers only?	

RECEPTION NAMES / PRONUNCIATIONS / ORDER



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6 FAMILY DANCES | Lock song, person, and desired length



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Father / Daughter Dance	☐ Name of father / dance partner and pronunciation. ☐ What song should play? Confirm exact artist / version. ☐ How long should it play? Full song or shortened? ☐ Any special handoff, introduction, or family substitution?	
_____	Mother / Son Dance	☐ Name of mother / dance partner and pronunciation. ☐ What song should play? Confirm exact artist / version. ☐ How long should it play? Full song or shortened? ☐ Any special handoff, introduction, or family substitution?	
_____	Additional Family / Cultural Dance	☐ Are there any other parent, family, anniversary, cultural, or ceremonial dances? ☐ What song(s), participants, order, and announcement wording are needed?	

7 CAKE, TOSSES & SPECIAL MOMENTS | Decide what is public, private, or skipped



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Cake Cutting	☐ Announced to all guests or done privately? ☐ Is there a cake-cutting song? ☐ Does the photographer / coordinator need a cue before the announcement?	
_____	Bouquet Toss	☐ Yes or No? ☐ If yes: song choice, who should be invited, and how should it be announced?	
_____	Garter Toss	☐ Yes or No? ☐ If yes: song choice and announcement details?	
_____	Money Dance	☐ Yes or No? ☐ If yes: who organizes guests / money, how long should it run, and what music should play?	
_____	Group Photo	☐ Yes or No? ☐ If yes: who should be included, where will it happen, and when should the DJ call everyone together?	
_____	Other Traditions	☐ Any cultural, family, religious, fraternity / sorority, anniversary, or surprise traditions the DJ needs to cue? ☐ Who is the point person for each special moment?	

8 BEFORE OPEN DANCING | Make sure the room is actually ready



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Open Dance Floor	☐ What formal moment leads directly into dancing? ☐ Do you want a clear "dance floor is open" announcement or a more natural transition? ☐ Any planned group dance / special song to start the party?	

SPECIAL CUES / SURPRISES / DETAILS



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9 DANCING & MUSIC DIRECTION | Translate their taste into a playable room



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Overall Music	☐ What type of music do you want during dancing? ☐ What eras / genres matter most to you and your guests? ☐ Do you have a Spotify / Apple Music playlist link?	
_____	Must-Plays	☐ What songs absolutely need to be played? ☐ Are any must-plays tied to specific people or moments?	
_____	Do-Not-Play	☐ What songs, artists, genres, or line dances should not be played? ☐ If a guest requests a do-not-play song, should the DJ still decline it?	
_____	Requests / Clean vs. Explicit	☐ Are guest requests welcome? ☐ Any rules on explicit lyrics / clean edits? ☐ Are there VIP family members whose requests should get extra consideration?	
_____	DJ / MC Style	☐ How interactive should the DJ be on the microphone: minimal, moderate, or high-energy? ☐ Any games, crowd participation, or cheesy traditions you definitely do or do not want?	

10 LAST SONG, SEND-OFF & END OF NIGHT | Finish with no surprises



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Last Song	☐ What is the last song of the night? ☐ Should it be announced as the final song? ☐ Do you want everyone on the floor or a private last dance?	
_____	Send-Off	☐ Is there a planned send-off (sparklers, tunnel, getaway car, etc.)? ☐ What time does it happen and who cues the DJ? ☐ Is music needed outside or in another location?	
_____	End Time / Overtime	☐ What is the contracted end time? ☐ Is overtime possible? If yes, who is authorized to approve it? ☐ Does the venue have a hard stop / sound curfew?	

11 FINAL CONFIRMATION CHECKLIST | Do not end the meeting until these are clear



TIME	MOMENT	QUESTIONS	NOTES / CLIENT ANSWERS
_____	Final Check	☐ Latest timeline received and saved. ☐ Final venue layout and DJ locations confirmed. ☐ All formal songs have exact artist / version / edit and cue notes. ☐ All introduction and speech names are spelled correctly with pronunciations. ☐ Playlist links received. ☐ Must-play and do-not-play lists received. ☐ Day-of coordinator and decision-maker contact saved. ☐ Ceremony / reception power and microphone needs confirmed. ☐ All special traditions / surprises assigned to a point person. ☐ End time, last song, send-off, and overtime policy confirmed.	

FINAL FOLLOW-UP ITEMS / WHAT CLIENT STILL OWES YOU

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