# Planning Guide

Please read and answer each question on this form. Your responses will assist us in providing you with the best possible service. If there are any special requirements, don't hesitate to list them below. It is our goal to make your day truly special and unique. Please complete both sides of this sheet and we will review it when we get together.

_____ (  ) _____
**Bride's Name First Last Phone Number**

_____ (  ) _____
**Work Place Phone Number Email**

_____ (  ) _____
**Groom's Name First Last Phone Number**

_____ (  ) _____
**Work Place Phone Number Email**

## THE WEDDING

**Are we participating in the wedding ceremony? _____**
**If yes, please include a separate sheet with ceremony music selections.**

**Time of ceremony: _____ Location of wedding: _____**

**Wedding facility contact: _____ Phone: (  ) _____**

## THE RECEPTION

**Beginning time: _____ Our starting time: _____ Approximate ending time:_____**

**Location of reception: _____**

**Number of guests: _____ Are there stairs? _____ Time we can set up: _____**

**Reception facility contact: _____ Phone: (  ) _____**

## WEDDING PARTY INFORMATION

**Bride's Mother: _____ Bride's Father: _____**

**Groom's Mother: _____ Groom's Father: _____**

**Maid/Matron of Honor: _____ Best Man: _____**

## ADDITIONAL INFORMATION

**Your photographer: _____ Phone: (  ) _____**

**Your videographer: _____ Phone: (  ) _____**

**PLEASE REMEMBER,** we need a six or eight foot table provided, preferably skirted with a tablecloth, that is within twenty-five feet of a standard wall outlet. This is important and directly affects our ability to provide you exceptional service. If you have any questions, please feel free to call **(425-670-1111)**, fax **(425-670-1111)** or email us **(atr@DJseattle.com)**.

**Please provide a map, if available, or supply written directions.**

*Thanks!*