

K2PRODUCTIONS

MAKING ALL OF YOUR OCCASIONS UNFORGETTABLE

K2Productions Ceremony Planning Sheet

Your Ceremony Planning Sheet is your DJ's best resource to manage your wedding. Please complete this form in its entirety and with as much detail as possible. We ask that you return your completed planning sheet to K2Productions by email, fax, or mail no later than one month before your event. This will ensure your DJ has plenty of time to look over the planning sheet and go over all of the details on the sheet with you in advance.

Bride's Full Name _____ Groom's Full Name _____

Event Date _____ Package Purchased _____

Ceremony Location (Exact address) _____

Location of DJ Set Up _____

*Please provide a 6-8ft table for the DJ. We will provide black linens. Any other color linens will need to be provided by the client.

Set Up Time _____

Guest Arrival Time _____

Ceremony Beginning Time _____

Are we providing a lapel microphone? Yes No If so, for whom? _____

Are we providing a wireless microphone? Yes No If so, for whom? _____

Planner Contact Info _____

Dress Code _____ Wedding Colors _____

*Account balance is due three weeks prior to your event.

Timing and Sequence –

Would you like music playing while guests are arriving? Yes No

Song Names/Artists/Genres _____

Grandmother/Mother Entrance

Song Name/Artist _____ When _____

Bridesmaid Entrance

Song Name/Artist _____ When _____

Bride Entrance

Song Name/Artist _____ When _____

Bride & Groom Exit

Song Name/Artist _____ When _____

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Will there be any events taking place during the ceremony (Yes No

Event _____ When _____

Song Name/Artist _____

Event _____ When _____

Song Name/Artist _____

Event _____ When _____

Song Name/Artist _____

Event _____ When _____

Song Name/Artist _____

