

# BPM Productions of Colorado

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## Wedding Planning + Timeline Sheet

### A. Couple Info

How did they meet:

How long have they been together:

### B. Bride's Information

Name:

Phone Number:

Best time to call:

Email:

Address:

Job Description:

### C. Groom's Information

Name:

Phone Number:

Best time to call:

Email:

Address:

Job Description:

### D. Event Information

Date:

Start Time:

End Time:

Location:

Number of Guests:

Earliest time I can go:  
Latest time I can stay:

Photographer:  
Photo. Phone #:

DJ Attire:  
Dinner Type:  
Drinking:

### **E. Venue Information**

Name:  
Address:  
Room Name/Floor Number:  
DJ setup area:

### **F. Wedding Party Announcements**

Parents of the Bride:

Parents of the Groom:

Usher(s):

Flower Girl(s) & Ringbearer:

Bridesmaid & Groomsman (1):

Bridesmaid & Groomsman (2):

Bridesmaid & Groomsman (3):

Bridesmaid & Groomsman (4):

Bridesmaid & Groomsman (5):

Bridesmaid & Groomsman (6):

Bridesmaid & Groomsman (7):

Bridesmaid & Groomsman (8):

Bridesmaid & Groomsman (9):

Bridesmaid & Groomsman (10):

Maid/Matron of Honor & Best Man:

Bride & Groom:

### **G. Music Preferences**

For each of the following types of music, rate them from 0 (don't play) to 5 (play a lot)

Rock: Unsure 1 2 3 4 5	Reggae: Unsure 1 2 3 4 5
Pop: Unsure 1 2 3 4 5	Hip-Hop: Unsure 1 2 3 4 5
Jazz: Unsure 1 2 3 4 5	Slow Dance: Unsure 1 2 3 4 5
Dance: Unsure 1 2 3 4 5	Classical: Unsure 1 2 3 4 5
Folk: Unsure 1 2 3 4 5	Country: Unsure 1 2 3 4 5
Blues: Unsure 1 2 3 4 5	Disco: Unsure 1 2 3 4 5
Swing: Unsure 1 2 3 4 5	Opera: Unsure 1 2 3 4 5
R&B: Unsure 1 2 3 4 5	Polka: Unsure 1 2 3 4 5

Is there a particular genre or decade of music you'd like played a lot more than others?

What artists or genres of music you definitely do **NOT** want played?

Is there any special song or song type that would appeal to a particular guest? (mother and father's first dance song for example)

### **H. Special Guests**

Are any guests having a birthday or anniversary near the event date?

#### **I. Event Timeline**

Introduction Music:

Blessing By:

Cake Cutting Time (approx):

Cake Cutting Song:

Toast By:

Bride and Groom Song:

Bride and Father Song:

Groom and Mother Song:

Bridal Party Song:

Bouquet Song:

Garter Toss Song:

Last Dance Song:

Dollar Dance Song:

***List Other Special Dances:***

## **I. Event Timeline (cont'd)**

Sample timelines:

Start Cocktail hour

- +1:00 Introduction of bridal party, bride and groom
- +1:10 First dance
- +1:20 Table blessing
- +1:30 Begin food service.
- +2:00 Toast by the best man (and possibly the maid of honor or parents) (or during dinner)
- +2:15 Mother/Son and Father/Daughter dances.
- +2:30 Music and entertainment.
- +2:45 Dance floor is open (if food lines are on or near the dance floor)
- +3:45 Garter and bouquet toss.
- +4:00 Cake cutting
- +4:45 Last Dance
- +5:00 Exit.

Start Cocktail hour

- +1:00 Begin food service
- +1:10 Introduction of bridal party and bride and groom
- +1:20 Table blessing
- +1:30 Toast by the best man (and possibly the maid of honor or parents) (or during dinner)
- +2:15 First dance
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- +3:15 Cake cutting
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