



**LOTUS**  
EVENT PROS



**WEDDING DJ/MC  
PLANNER 2023**


**Wedding:**






**Date:**

**Venue:**

## PLANNING → PREPARATION → PERFORMANCE

Let us begin the creative process of establishing all the ideas, notes and details so that we can provide the ideal vibe and experience for your wedding celebration. This is a guideline to a modern wedding Ceremony, Cocktail Hour and Reception however we want to make sure it is personalized to your needs and expectations. If you are working with a Wedding Planner/ Coordinator, you may also invite them to have access to this Planner to make sure the details align with their primary schedule.

Please browse through  [LOTUS Event Pros: Spotify Playlists](#) to help you with your song selection process. We will create a [Spotify "Collaborative Playlist"](#) for all your music selection or you are also free to create your own playlists and simply share that link. Please give us about 10 requests per section so we can get a better understanding of continuing to build the playlist. All songs played will be **Clean/ Radio-Edit** versions unless Explicit versions are specifically requested.

- Fill out your response on this sheet before your final planning meeting with your DJ/MC OR at least 2 weeks before your event date.
- Please mark "N/A" for all areas that will not be included
- Please mark "DJ Suggestion" for areas that you would like us to confirm or give ideas.
-  **RED: SPECIAL NOTES**
-  **ORANGE: NAMES & ANNOUNCEMENTS** (Please use Phonetic Spelling for Unique Names)
-  **GREEN: TIME**
-  **BLUE: MUSIC SELECTIONS** (You may also add in links from i.e. Spotify/YouTube)
-  **PURPLE: LOCATION AREA**

Please share with us your overall Vision, Ideas, Thoughts, Feelings for your Wedding Celebration.

- What are you looking for from the DJ/MC?
- What kind of Music Theme, Vibe, Energy Level are you requesting?
- What did you like or didn't like from your previous experience attending Weddings?

Please tell us about your guests and some of their preferences.

Brief Description:


# WEDDING CEREMONY

 GUEST ARRIVAL TIME:

 CEREMONY START TIME:

 LOCATION AREA:

## Pre-Ceremony: (Guest Arrival / Seating)

 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 **NOTES:**


 Spotify Playlists: [Classic Instrumentals](#) | [Modern Instrumentals](#) | [Modern Acoustic](#)

Does the Officiant have any special accommodations/requests?


Will there be any special musical performers? If Yes, will they need any additional Sound Equipment?

**Processional: Wedding Party Ceremony Entrance**

Groom	Artist:	Title:
Family/Special Guests	Artist:	Title:
Groomsmen	Artist:	Title:
Bridesmaid	Artist:	Title:
Flower Girl, Ring Bearer	Artist:	Title:

 The Same Music can be played for the Wedding Party

 **NOTES:**

 Bride Entrance	Artist:	Title:
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 **NOTES:**

 Spotify Playlists: [Processional](#)

**During Ceremony**

Sand Pouring/ Candle Lighting/ Special Tradition	Artist:	Title:
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Will there be a Reader? Yes or No

Are there any Special Traditions? Yes or No

 **NOTES:**

**Recessional: Wedding Party Ceremony Exit**

 Recessional	Artist:	Title:
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 **NOTES:**

 Spotify Playlists: [Recessional](#)

After the Ceremony, who would you like to make the announcement for Cocktail/Social Hour?


- Officiant
- DJ :
- No Announcement Necessary

 **NOTES:**

# COCKTAIL SOCIAL HOUR

 TIME:

 LOCATION AREA:

 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 NOTES:

 Spotify Playlists: [Classical Big Band](#) | [Modern Big Band](#) | [Smooth Jazz](#) | [Classic Love Songs](#) [Modern Love Songs](#) | [Modern Vibes](#) | [Smooth R&B](#)

# WEDDING RECEPTION

 TIME:


 LOCATION AREA:

 Welcome Announcement:

- Housekeeping
- Social Media: #Hashtag for the event?

## [GRAND ENTRANCE]

**Pre-Grand Entrance: (DJ/MC will announce & recognize the family members below or special guests at their tables)**

 Please spell out unique Names “Phonetically” to make sure it announced correctly i.e. (Anderson “Anh Der Sun”)

Parents of the Bride:	
Grandparents of Bride:	
Parents of the Groom:	
Grandparents of Groom:	
Ring Bearer & Flower Girls:	

 **NOTES:**

### Wedding Party Grand Entrance (Enter Room)

How would you like groomsmen and bridesmaids to enter?

<input type="checkbox"/> Individual	<input type="checkbox"/> In Pairs	<input type="checkbox"/> As a Group
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 Grand Entrance Background Song	Artist:	Title:
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 NOTES:

 Please spell out unique Names “Phonetically” to make sure it announced correctly

GROOMSMEN	BRIDESMAIDS	Artist	Song Title
01)	01)		
02)	02)		
03)	03)		
04)	04)		
05)	05)		
06)	06)		
Ring Bearer:	Flower Girl:		
Best Man:	Maid/Matron of Honor:		

 NOTES:

### Bride & Groom Grand Entrance (Enter Room)

 Bride & Groom Grand Entrance Song	Artist:	Title:
 "Ladies and Gentlemen, Introducing":		

(Please type exactly how you would like to be announced, e.g. Mr. & Mrs. John Doe; Mr. & Mrs. John and Jane Doe, etc...)

 NOTES:

 Spotify Playlists: [\[Grand Entrance\]](#)

 [FIRST DANCE] 

 Bride & Groom First Dance:	Artist:	Title:
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 NOTES:


(Please choose a selection)

- We trust the DJ to fade out at an appropriate moment (Usually 1 ½ -2 Min, after 1st chorus)
- We will dance to the full song length
- We are doing a Custom Dance Mix
- We have specific times - Start Time:    End Time:

 SPOTIFY Playlists: [\[First Dance\]](#)



 [SPEECHES/ TOASTS] 

 No Background Music will be played unless requested

<u>TOASTS:</u>	Name	Before /During/ After Dinner	Order #
Best Man			
Maid of Honor			
Parents of the Bride			
Parents of the Groom			
Additional Speeches			
Bride & Groom			

 **NOTES:**

 [DINNER] 


 TIME:

Will you be having a Blessing/Prayer before Dinner is served?

- Yes: Please provide their *Their Name:*
- No


Will Dinner be Table Service or Buffet Style?

- Table Service
- Buffet Style

 For Buffet, in lieu of making Table Number Announcements, we would also suggest the Catering Staff to go to Tables Directly to invite guests to Food Station.


Will you be doing Table Greetings/ Rounds with your guests?

- Yes:
- No

 After eating your dinner meal, we suggest that you start Table Greetings as guests start their Main Cuisine to be conscious of time.

Will you be showing a Video or Slideshow Montage?

- Yes:
- No

 We can also provide the Projector & Screen, Laptop/Tablet Player & all accessories, with set-up/ breakdown labor as a package that is an additional charge. Let us know if you would like it included!

 NOTES:

(Please give us genres or about 10 specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.)

**Dinner (Background Music)**


 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 **NOTES:**

 Spotify Playlists: [Classical Big Band](#) | [Modern Big Band](#) | [Smooth Jazz](#)  
[Classic Love Songs](#) | [Modern Love Songs](#) | [Modern Vibes](#) | [Smooth R&B](#)


 **[SPECIAL ACTIVITIES]** 

<p>Any Games/ Entertainment/ Musical Performances/ Special Cultural Tradition Requests?          Brief Description:</p>
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 For any special performances, please have music songs and notes sent prior event date to ensure everything is prepared. Also please let us know if you would like to request additional equipment (Microphones, Stands etc.)

## 🍰 [CAKE CUTTING] 🍰

 TIME:




 Cake Cutting Song	Artist:	Title:
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 **NOTES:**

 Spotify Playlists: [\[Cake Cutting\]](#)

## 👯 [SPECIAL DANCES] 👯

If you will not be doing any of the below activities, please type N/A.

 Father/Daughter Dance	Artist:	Title:
 Mother/Son Dance	Artist:	Title:
 Anniversary Dance (Ask All Couples to join the Dancefloor)	Artist:	Title:

 **NOTES:**

Please choose a Selection:

- We trust the DJ to fade out at an appropriate moment (Usually 60-90 seconds)
- We will dance to the full song length
- We are doing a Custom Dance Mix
- We have specific times - Start Time:    End Time:

 Spotify Playlists: [\[Father/Daughter\]](#) [\[Mother/Son\]](#) [\[Anniversary Dance\]](#)

 [MONEY/ HONEYMOON DANCE]  

 TIME:

If you will not be doing any of the below activities, please type N/A.

01) Artist:	Title:
02) Artist:	Title:
03) Artist:	Title:
04) Artist:	Title:
04) Artist:	Title:


 NOTES:

 Spotify Playlists: [[Money Dance](#)]

 [BOUQUET TOSS] 

 TIME:

If you will not be doing any of the below activities, please type N/A.

 Bouquet Toss	Artist:	Title:
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 NOTES:

 Spotify Playlists: [[Bouquet Toss](#)]

 [GARTER RETRIEVAL/ TOSS] 

 TIME:

If you will not be doing any of the below activities, please type N/A.

 Garter Retrieval	Artist:	Title:
 Garter Toss	Artist:	Title:

 NOTES:

 Spotify Playlists: [[Garter Retrieval/Toss](#)]


# OPEN DANCING

 TIME:

 LOCATION AREA:

**1<sup>st</sup> Dance Set** (Usually older genres like Swing, 60s, 70s, Disco/Soul/Funk, Classic Rock, 80s, etc...)  
(Cultural Music, Top 40)

(Please give us genres or about 10 specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.)

 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		

 NOTES:

 **TIME:**

**2<sup>nd</sup> Dance Set** (Usually contemporary genres like Top 40, clean Hip-Hop, Pop, Dance/EDM etc...)

(Please give us genres or about 10+ specific artists/songs you would like played. The DJ/MC will use his skills to play your requested songs and others like it.

 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		
06)		
07)		
08)		
09)		
10)		
11)		
12)		
13)		
14)		
15)		

 **NOTES:**

 **TIME:**

 Last Dance	Artist:	Title:
 Grand Exit	Artist:	Title:

 **NOTES:**

 Spotify Playlists: [Last Dance](#)



**Spotify Playlists:**

Pop/Dance: [1960s](#), [1970s](#), [1980s](#), [1990s](#), [2000s](#), [2010s](#), [2020s](#)

Hip-Hop/Rap: [1980s](#) [1990s](#), [2000s](#), [2010s](#), [2020s](#)

R&B/Soul: [1960s](#), [1970s](#), [1980s](#), [1990s](#), [2000s](#), [2010s](#), [2020s](#)

House/EDM: [1980s](#) [1990s](#), [2000s](#), [2010s](#), [2020s](#)

Rock & Roll: [1960s](#), [1970s](#), [1980s](#) [1990s](#), [2000s](#), [2010s](#), [2020s](#)

Indie/ New Wave: [Music Hits](#)

Disco/Funk: [Music Hits](#)

Reggae: [Music Hits](#)

Country: [Music Hits](#)

Latin: [Music Hits](#)

Asian: [AAPI](#), [Chinese](#), [Vietnamese](#), [Korean](#), [Japanese](#)

Please choose your preferred DJ music selections:

- “The list is just a guide and suggestions for music we would like to hear. If the DJ can play most of the songs, that would be great, but we trust them to use their judgment to keep people entertained.”*
- “The list is very important to us and we want the DJ to stick as close to the list as possible.”*

### GUEST REQUESTS


Please choose a selection:

- Yes please allow our Guests to make music requests at DJ Discretion/ Approval
- Only Allow certain Guests to make requests. Anyone who is not on the list may need approval.
- No Guest Requests, keep to the suggested/approved Music Playlists.

ARE THERE ANY GUESTS THAT WE SHOULD BE AWARE OF?

**DO NOT PLAY** - These lists of Music Genres, Artists, Songs will not be played.

- Do not play Group/ Line Dances (i.e. Cupid Shuffle, Cha Cha Slide, Electric Slide)

 Music Requested:	Artist	Title
01)		
02)		
03)		
04)		
05)		



 **NOTES:**

What time does the Music Sound have to be turned OFF? Time:

Will you be doing a Grand Exit?

If Yes, any specific instructions?

<p> <b>Closing Announcements:</b></p> <ul style="list-style-type: none"><li>- Vendor Announcements: i.e. Photo Booth, Catering Food, Dessert</li><li>- Last Call For Bar:</li><li>- Centerpiece/ Giveaways:</li><li>- Ride/Shuttle Service:</li><li>- After Party:</li><li>- Special Shout Outs:</li></ul>
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**ADDITIONAL NOTES and SPECIAL REQUESTS:**

**SOCIAL MEDIA**

We would like to capture the special moments and share them through our Social Media Channels: @LotusEventPros

Your Wedding #Hashtag		
Instagram Handle		
FaceBook Handle		
TikTok Handle		

Privacy Note:

I would prefer to keep our Wedding Event private/discreet and not available through Social Media/Online.

PLANNING & PRODUCTION

Event Coordinator

Name/ Company	
E-Mail	
Phone Number	

Venue Contact

Name / Title	
E-Mail	
Phone Number	

Special Vendor Contacts

Name / Company	
E-Mail	
Phone Number	

Special On-Site Contact

Name / Relation	
E-Mail	
Phone Number	

PRODUCTION DETAILS (For Event/Venue Coordinators)

- Dress Attire:
- Approximate Guest Count:
- Access to Power Outlets:
- Table & Linen Provided (Ceremony Location, Reception Location):
- Does the Venue require Event Liability “Certificate of Insurance” (COI)/ special permits:
  - Business Name Insured, Location Address, Phone Number, E-Mail
  - Does the Venue require any special Guidelines?
- Event Layout/ Placement Location (Indoors/Outdoors):
- Master Timeline Schedule:
- Load-In/Load-Out Instructions:
- Parking Instructions:
- Sound Noise Level Ordinance?: decibels
- Will a Vendor Meal be provided?
- Additional Equipment/Services Requested:

PUBLIC HEALTH & SAFETY

We will strive to follow the recommended National/State/Local Guidelines for Special Events to ensure the safety of our Staff and all personnel in attendance. Please let us know if you have any specific requests/concerns that you would like to implement.

What level of interaction are you planning for your guests

- LEVEL 1** Strict - Guests will have limited contact and implement all guidelines.
- LEVEL 2** Moderate - Guests will interact with Face masks on.
- LEVEL 3** Open - Guests will be allowed to interact freely without masks.