



Event Guide

Sequence of Events

Event Date: ___/___/___

Select Service Provider Attire: Tuxedo [] Suit [] Slacks/Tie [] Casual []

The Event

Rehearsal

Date ___/___/___ Time: ___ : ___ End Time: ___ : ___

Location: _____ (____) ____ - ____
(Address) (City-State) Zip (Contact Info)

(Point of contact for day of event) _____ (____) ____ - ____

Ceremony

Date ___/___/___ Time: ___ : ___ End Time: ___ : ___

Location: _____ (____) ____ - ____
(Address) (City-State) Zip (Contact Info)

(Wi-Fi Password at Venue) _____

(Point of contact for day of event) _____ (____) ____ - ____

Reception

Date ___/___/___ Time: ___ : ___ End Time: ___ : ___

Location: _____ (____) ____ - ____
(Address) (City-State) (Zip) (Contact Info)

(Wi-Fi Password at Venue) _____

(Point of contact for day of event) _____ (____) ____ - ____

The Time line

(Times do not have to be exact)

Event Time __:__ - __:__ (am) (pm)

Pre Ceremony __:__ (am) (pm) – __:__ (am) (pm)

Breakfast __:__ am

Shave & Style __:__ (am) (pm)

Setup __:__ (am) (pm)

(PHOTOS)

Getting Ready __:__ (am) (pm)

Dress on __:__ (am) (pm)

First Look __:__ (am) (pm)

WP Photos __:__ (am) (pm)

Bride & Groom __:__ (am) (pm)

Waiting/Eating __:__ (am) (pm) (optional if not offering food to guests)

Ceremony __:__ (am) (pm) Ceremony Music by: _____

Guests Arrive __:__ (am) (pm)

Parents Seating __:__ (am) (pm)

WP Entrance __:__ (am) (pm) From: _____ (ex: Double Doors)

Processional __:__ (am) (pm)

Special Performance __:__ (am) (pm) (Bring _____) (Optional)

Recessional __:__ (am) (pm) Exit too: _____ (ex: Bridal Suites)

WP Exit __:__ (am) (pm)

Guests Exit __:__ (am) (pm)

Cocktail __:__ (am) (pm) – __:__ (am) (pm)

(PHOTOS)

Mr/Mrs Photos: __:__ (am) (pm) – __:__ (am) (pm)

Family Photos: __:__ (am) (pm) – __:__ (am) (pm)

Reception (Please put in # order from 1st to Last)

- () Guests Arrive ___: ___ (am) (pm)
- () WP Intro (Provide list of names and titles) ___: ___ (am) (pm)
- () Bride & Groom's Entrance ___: ___ (am) (pm)
- () Dinner or Buffet ___: ___ (am) (pm) (If offering food to guests)
- () Cake Cutting ___: ___ (am) (pm) (Bring Utensils)
- () Toasts ___: ___ (am) (pm)
 - Whom? _____ -BM / _____ -MOH & (Mr/Mrs)
- () 1st Dance ___: ___ (am) (pm)
- () Father / Daughter Dance ___: ___ (am) (pm)
- () Mother / Son Dance ___: ___ (am) (pm)
- () Bouquet Toss ___: ___ (am) (pm)
- () Garter Toss ___: ___ (am) (pm)
- () Dollar Dance ___: ___ (am) (pm)
- () Wedding Party Dance ___: ___ (am) (pm)
- () Anniversary Dance (Eliminate to couple married longest) ___: ___ (am) (pm)
- () Open Dance Floor ___: ___ (am) (pm)
- () Wedding Game ___:___ (am) (pm) (If applicable)

(THESE ARE FOR CLIENT USE ONLY)

The Little Details

Guest Count _____

Officiate: _____ Contact: (____) ____ - _____

Head Table # of People: _____

Head Table # of Tables: _____

Guest Tables #: _____

Chairs per Table #: _____

Curtains: __ (Open) __ (Closed)

Linen Color: _____

Overlay: _____

Altar (White/Wood): _____

Stairs: _____

High-tops: # _____ (ex: Remembrance Table)

Additional Bar (SS/Wood): _____

of Bartenders: _____

Decoration

Lighting: _____

Centerpieces: _____

Misc:

Cost: \$____.____

Vender Information

Florist: _____

Contact: (____) ____ - ____ web: _____

Photographer: _____

Contact: (____) ____ - ____ web: _____

Liquor: _____

Contact: (____) ____ - ____ web: _____

DJ: _____

Contact: (____) ____ - ____ web: _____

Band: _____

Contact: (____) ____ - ____ web: _____

Cake: _____

Contact: (____) ____ - ____ web: _____

Catering: _____

Contact: (____) ____ - ____ web: _____

Videographer: _____

Contact: (____) ____ - ____ web: _____

Photo Booth: _____

Contact: (____) ____ - ____ web: _____

Make Up/Hair: _____

Contact: (____) ____ - ____ web: _____

Wedding Night/Vacation

Who: _____

Where: _____

Contact: (____) ____ - ____ web: _____

When: ____ / ____ / ____ Time: ____ : ____ (am) (pm)

Ticket #: _____

Airline: _____

Cost: \$____.____

Transportation

Company Info: _____

From: _____ To: _____

When: ____ / ____ / ____

Cost: \$____.____

Out of Towner's Info

Hotel: _____

When: ____ / ____ / ____

Reservation #: _____ Cost: \$____.____

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