



# Wedding Info and Music Checklist

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To ensure we have the correct music and most up to date information about your wedding, please fill this form out accurately and **return it to us no later than 14 days prior to your wedding day**. If not returned to us prior to 14 days out, we cannot guarantee changes and additions to your service are possible.

**Bride and Groom:**

Contact Numbers:

**Wedding Date:**

**Best Man:**

**Maid of Honor:**

**Other Bridal Party Members:**

**Reception MC Name:**

Contact Number:

**Reception Location:**

Contact Name:

Contact Number:

**Photographer:**

Contact Name:

Contact Number:

**Videographer (If you're having one):**

Contact Name:

Contact Number:

**Wedding Stylist:**

Contact Name:

Contact Number:

**Ceremony Location:**

Celebrant:

Ceremony Start Time:

Ceremony Finish time approx.:

**Wedding Theme:**

**Wedding Colors:**

**Is there a canape hour?**

If so, Where? Start time? Finish time?

**Time guests arrive at reception venue:**

**Time Bridal Party arrive/enter Reception** (note; all our packages cater for no earlier than a bridal party entrance at 5.45pm. if you wish to enter earlier, extra charges apply):

**Where will bridal party enter reception from?** (Imperative if you book the medium, Premier or standout packages)

**Where do you want the DJ setup?** (note: we require 1.5m depth x 3-5.5m width x 2-3.5m height of space, depending on chosen package)

**DJ Last Song time:**

**Bridal Party Exit time:**

**Bus Departure time/s for guests at end of night:**

**Bus/s drop off location/s:**

# Wedding Music Checklist

This checklist must be completed and returned to Encore Ent at least 2 weeks (14 days) prior to your Wedding Day to ensure we have adequate time to tailor music playlists to your taste and ensure we have the necessary songs for key parts of your ceremony/reception.

**\*\*note\*\*** You do not need to fill this entire checklist. Simply write N/A next to the areas where you do not require music.

## **Ceremony:**

Bridal Party Entrance song:

Bride Entrance Song:

Signing of Papers (background music):

Bride and Groom Exit song:

Others:

## **Reception:**

Bridal Party Entrance Song:

Bride and Groom Entrance Song:

First Dance:

Father-Daughter Dance:

Cutting of the Cake (background):

Bouquet Toss:

Garter Toss:

Bride and Groom Exit Song:

Others:

## **Other Must Play Songs During the Reception**

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

13)

14)

15)

## **Bride and Groom Top 10 Favourite Artists:**

Bride:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Groom:

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

Please return this document via email to [will@encoresolutions.com.au](mailto:will@encoresolutions.com.au) no later than 14 days prior to your wedding date. If you do not receive a reply to acknowledge receipt of this document from us within 5 business days of sending it, please message or call us.