



Spirit Unlimited Professional DJ Entertainment Wedding Planning Newsletter #9

Wedding Music & Entertainment Timeline

Keeping track of time is important when planning a wedding...Use the following wedding music timeline to maximize your schedule...

8-12 months before: Explore different styles of music. Decide on live and/or DJ Entertainment. If live music or a DJ Entertainment company is your preference, during the busy wedding season it may be necessary to book a year or more in advance. Couples having their wedding during the slower season still need to make reservations as early as possible, but you will usually still have good availability three to four months in advance. Decide on music style. Determine music budget. Ask friends, family, and wedding professionals for agents and/or musicians they recommend. Reserve the best your budget can afford.

Remember a Professional DJ Entertainment Service will assist you with all of the planning and timeline development for your wedding and reception.

6-8 months before: Begin compiling song lists for the ceremony and reception.

4-5 months before: Deliver special song requests (and songs not to be played) to your music coordinator.

1 week before: Confirm all wedding day arrangements with live music coordinator and/or disc jockey.

Ceremony Music Suggestions

Creating your ceremony music program is something that can be difficult or easy, depending on your knowledge of classical music...We've provided a list of commonly used selections that work well for processionals, interlude music, and recessionals. A good DJ Entertainment company will save you time by having recordings of these selections to help familiarize your with what each sounds like...

Important places in your ceremony to program special selections include: Mother's Seating Music, Attendants' Processional, Bridal Processional, Interlude Music and Recessional.

Processionals

Jesu, Joy of Man's Desiring	Bach
Sheep May Safely Graze	Bach
Ode to Joy	Beethoven
Prince of Denmark's March (Trumpet Voluntary).....	Clarke
Air from Water Music Suite	Handel
Canon in D	Pachelbel
Trumpet Tune.....	Purcell
Bridal Chorus (traditional).....	Wagner

Interlude Options

Wedding Song	Anon.
Air	Bach
Arioso in G	Bach
Jesu, Joy of Man's Desiring	Bach
Sheep May Safely Graze	Bach
Somewhere in Time	Barry
One Hand, One Heart	Bernstein
Perhaps Love	Denver
Panis Angelicus	Franck
Through the Eyes of Love	Hamlisch
Sunrise, Sunset	Harnick
Air from Water Music Suite	Handel
Wind Beneath My Wings.....	Henley
Somewhere Out There	Horner
The Lord's Prayer	Malotte
Canon in D	Pachelbel
A Time For Us	from Romeo and Juliette
Ave Maria	Schubert
Here and Now	Vandross
Hymne	Vangelis
All I Ask	Webber
Our Father	Yantis
Unchained Melody.....	Zaret

Recessionals

Ode to Joy	Beethoven
Prelude to Te Deum	Charpentier
Queen of Sheba	Gluck
Hornpipe from Water Music Suite	Handel
The Rejoicing	Handel
Wedding March (traditional)	Mendelssohn
Rondeau	Mouret
Eine Kleine Nachtmusik	Mozart
Trumpet Tune.....	Purcell
Spring from The Four Seasons	Vivaldi

Live Music Musicians List

If you're planning to have live music at your ceremony and reception, there are some decisions you will need to make before booking your musicians...Here's a list to help you make certain you hire the proper amount and correct style of musicians for your wedding day festivities...

Ceremony Musicians

Outdoor Formal Ceremony—Up to 75 Guests:

Harpist

Pianist

String Trio
String Quartet
Indoor Formal Ceremony—Up to 75 Guests:
Harp Solo
Harp/Flute Duo
Pianist
Piano/Violin Duo
String Trio
String Quartet
Outdoor Formal Ceremony—75 to 125 Guests:
Harpist with amplification
Pianist
String Trio
String Quartet
Indoor Formal Ceremony—75 to 125 Guests:
Harp Solo
Harp/Flute Duo
Pianist
Piano/Violin Duo
String Trio
String Quartet
Outdoor Formal Ceremony—125 + Guests:
String Quartet
Brass Quintet
Indoor Formal Ceremony—125 + Guests:
String Quartet
Brass Quintet
Informal Ceremony—Up to 75 Guests:
Classical Guitarist
Woodwind Trio
Keyboardist
Keyboard/Sax Duo
Keyboard/Guitar Duo
Informal Ceremony—75 to 125 Guests:
Classical Guitarist
Guitar Ensemble
Woodwind Trio
Keyboardist
Keyboard/Sax Duo
Woodwind Quintet
Informal Ceremony—125 + Guests:
Saxophone Ensemble
Keyboard Ensemble
Guitar Ensemble

Reception Musicians

Ambient Reception Music—Up to 100 Guests:

String Quartet

Various Instrumental Duos or Trios with Classical, Jazz or Easy Listening Formats

Ambient Reception Music—100 + Guests:

Instrumental Ensembles of 4 or more with Classical, Jazz or Easy Listening Formats

High-Energy/Party with Dancing—Up to 100 Guests:

Jazz Combo with vocals and drums

Duo/Trio that offers vocals and sequencing, which gives a fuller “contemporary” sound

High-Energy/Party with Dancing—100 + Guests:

Variety Band which offers all different styles plus can MC your reception

Independent Musician(s) vs. Music Agent

Determining whether to use the services of independent musicians or a music agent is a decision you will need to make...Here is a look at both options...

Independent Music

The main advantage to hiring musicians directly is it possibly will save you money because you won't be paying an agent's fee. Also, you will know exactly which group you are getting. However, you will probably invest months in researching ensembles or bands. Be aware that a band you hear at a club may not be the best wedding band, due to their stability, attitude and willingness to be there for you versus showcasing themselves. It's best to get solid references from friends or other vendors for good wedding musicians.

Music Agent

A qualified music agent will represent a variety of musicians. Their roster typically includes every style of musician or band for all the different events in your wedding, from rehearsal dinner to ceremony to cocktail hour to reception.

Because of their qualified roster, an experienced agent can save you the countless hours it takes to research and preview individual groups by presenting you with literally hundreds of different options within one meeting. A good agent will listen carefully to what type of mood you are wanting to create for each event, then present the musicians from their roster that accomplish that.

Agents usually are very careful in choosing their musicians due to the exposure and liability. And since an agent can literally support a good musician's or band's career, the musicians are typically very responsible on these bookings.

In case of last minute emergency, a live music coordinator can usually find a suitable replacement through their network of musicians.

A music agent often represents disc jockeys, too. Sometimes the agent will book live musicians for a ceremony and cocktail hour and a DJ for the reception party.

It is critical to choose your music agent wisely. Experience with weddings is very important, since they will have the patience and understanding of working with bridal couples. You'll want to find someone who is willing to spend the time with you to help familiarize you with all your options, while working within your budget. And an agent who will also be willing and able to make recommendations for specific music that works best for the important parts of your ceremony and reception.

A risk with going through an agency is that, depending on their business procedures, you may not be informed of exactly which musician or ensemble you are getting. This mainly occurs in classical and jazz groups. Bands generally have established a name for themselves, and no other band has that name or sound.

Independent DJ vs. DJ Company

And here's a look at the Independent Disc Jockey vs. Disc Jockey Company side of things...

Independent DJ

With an independent disc jockey it is possible to build a rapport that results in a "personal touch".

Most independent wedding disc jockeys create alliances between themselves in case of emergencies.

When you hire an independent disc jockey, you usually get that same person you spoke with to perform at your wedding. Sometimes with an agency, you may not be certain who will be the person handling your musical needs the day of your wedding.

DJ Company

A qualified Disc Jockey company will represent a variety of disc jockeys that are able to play many different styles of music for ceremonies, cocktail hours, and receptions. They represent a number of DJ's who play music from classical to contemporary to pop and ethnic music.

By acting as an agent for many different disc jockeys, a company can hand pick certain DJ's for you to consider, based on the interaction, style and personality you desire.

In case of last minute emergency, a Disc Jockey company can usually find a suitable replacement through their network of DJ's.

Live Music - Package/Options

Understanding the typical wedding live music packages and options is important...Here is a look at what is usually available for weddings...

Package

A standard ceremony is usually one hour, unless your ceremony is a mass, then it is suggested that you reserve the musicians for 1 1/2 hours.

A standard cocktail reception is typically one hour.

A standard reception music package usually includes four hours of performance allowing for a fifteen-minute break for each hour played.

During the reception, the band leader may serve as the Master of Ceremonies; consult with the agent or band before reserving them if this is something you desire.

Overtime is usually substantially more, so plan your timeline carefully.

Options

Larger packages can include: vocalists, additional musicians, disc jockeys, and special lighting. Live music at additional parties like the Rehearsal Dinner can increase the cost but create a wonderful musical ambience for all of your wedding celebrations.

DJ - Package/Options

And here's the low-down on wedding DJ packages and options...

Package

A standard wedding reception disc jockey package is between four and six hours. There will be one disc jockey with backup equipment. The type of equipment and style of music is dependent upon the size and degree of formality of your ceremony, cocktail hour, and/or reception party.

During the reception, the DJ can serve as the Master of Ceremonies, if desired.

Packages can include the ceremony, cocktail hour, and the reception.

A standard ceremony is one hour.

A standard cocktail reception is one hour.

A standard reception music package usually includes four hours of continuous music.

Overtime is usually substantially more, so plan your timeline carefully.

Options

Larger packages can include: additional MC's, special lighting, mirrored balls, bubble machines, and costumes or props for your guests.

Music at additional parties like the Rehearsal Dinner can increase the cost but create a wonderful musical ambience for all of your wedding celebrations.

Live Music - Keys to Success

Here are some expert tips to make sure your wedding live music experience is the best it possibly can be...

- ✓ Your first phone conversation with a potential live music coordinator will tell you much. The agent should respond with an eagerness to help you. Their response will tell you how dedicated they are to the wedding business and how willing they are to serve you. They should offer some basic information over the phone, but if they are geared towards service and helping you create your wedding, they will request a meeting. During this initial meeting they will find out what your ideas are and specific details of the wedding, then they will present to you different options that will complement the setting and the formality you want to create.
- ✓ A qualified music agent will be able to provide a comprehensive "checklist" for a typical wedding. This list should include each phase of the event, from the ceremony through to the end of the party.
- ✓ Years of experience of the music agent and the musicians represented is important to a degree, but just as important is the demeanor/attitude and professionalism of the agent and musicians. Being flexible and accommodating are critical qualities. With that being

said, you should still look for a music agent with at least three years of experience in wedding consulting.

- ✓ Provide your prospective music agent with your anticipated guest count. This will enable the agent to project what size of ensemble best suits your event.
- ✓ Make sure you communicate to your music agent what you expect from your musicians.
- ✓ Are you expecting an interactive “party” atmosphere or are you wanting to create an ambience perfect for dining and talking. This will give the agent an idea of what types of musicians to suggest.
- ✓ Another communication tip is to let your live music coordinator know what percentage of the guests will be 13 and under. If this is a large number, your agent will be able to suggest bands that cater to that age group.
- ✓ There are many factors to consider for choosing the style of live music. In the ceremony, you will likely want to go with “traditional” wedding songs and classical-style music. For the reception, the size of your guest list, venue, formality, theme, musical tastes, and budget should be addressed before picking the style of music. A good agent will help you make these critical decisions.
- ✓ One common request to avoid is for a solo harpist or violinist or classical guitarist to perform at a large wedding. People may have heard this at a small intimate setting, or seen it on TV (where amplification/studio enhancement was used) without understanding acoustics. If too small of an acoustical group is chosen for the setting, it is like throwing money away, because the sound will not carry well enough to make an impact.
- ✓ A request that may not go as well as thought is to “over-orchestrate” the ceremony. It may sound like a good idea to have lots of special selections for the ceremony like grandparents’ seating plus parents’ seating, instead consider having one piece for all parents. Another is to choose a selection for the groomsmen, then a selection for the bridesmaids, plus a different piece for the flower girl, instead consider having one piece for all the attendants. The challenge with having too many changes in music is it’s not uncommon for entrances to be made during the wrong musical selection—even if there is a “wedding coordinator” at the back helping with cues. People tend to forget that live musicians are not stereos and that it takes time for the current selection to be artistically ended and the next selection to begin.
- ✓ Like the music agent, the ceremony and reception musicians should have about three years of experience playing weddings. The musicians the agent represents should all have proven track records in professional settings, especially weddings. And what that means is that for a minimum time period, no less than one year, the musicians have successfully performed as required and there are satisfied clients as references. Plus, the musicians should all have professional attire and a sufficient song list to cover all the standard requirements.
- ✓ Familiarity of the venue is not critical, however, communication with the venue coordinator is necessary so that specific performance needs can be addressed, like staging, placement, shading for outdoor setting, electricity, etc.
- ✓ A common request that may backfire is requesting the musicians to perform at an outdoor setting without providing them with adequate protection from the elements.
- ✓ Many of the professional musicians who play stringed instruments will not perform in direct sunlight because the Ultra Violet (UV) rays damage their instruments. Having to find a last minute sun umbrella at the venue may cause for delay or disappointment.

- ✓ Always ask what is needed for your musicians' performance, then make sure the venue can provide it, otherwise you will need to rent it.
- ✓ A good wedding music agent or musician will want to meet with you again about four to five weeks before your wedding to finalize the music program and timeline. At this time they should provide guidance as to what selections work best for the ceremony and/or reception.
- ✓ A qualified music agent will call you four to five days before the wedding to reconfirm all the logistics: what, when, where and how long. This way there are no last minute surprises. If you do not hear from your representative by three days out, call them to reconfirm all the details.
- ✓ Allowing for setup time, equipment failures and electrical situations, a professional band will arrive at your venue up to an hour in advance.
- ✓ Don't be alarmed if your classical ensemble does not arrive until 20-25 minutes before the performance time. It does not take much time for them to be set and ready, as long as the proper requirements have been met at the venue.

DJ - Keys to Success

And here are some valuable tips for using a disc jockey for your wedding music needs...

- ✓ A qualified disc jockey will be able to provide a comprehensive "checklist" for a typical wedding. This list should include each phase of the event, from cocktail reception to end of the party.
- ✓ Years of experience of the MC/DJ are important to a degree, but a very important consideration is the demeanor/attitude, professionalism, and his/her ability to take control of the event without being over-bearing is critical. Also, being flexible and a problem solver are just as important.
- ✓ If a company says their sound equipment is "state-of-the-art" or "top-of-the-line", ask what that means. A good company should have equipment no more than five years old.
- ✓ A qualified disc jockey should have at least a \$1,000,000 liability insurance policy.
- ✓ Provide your prospective disc jockey with your anticipated guest count. This will enable the disc jockey to project what types of equipment to bring to your event.
- ✓ Make sure you communicate to your DJ what your expectations are. Do you want to "party hearty" or merely dine and leave? How long is your dinner service? This will give the DJ an idea of what types of songs to play and what level of interaction to provide your guests.
- ✓ Another guest-related tip is to let your disc jockey know what percentage of the guests will be 13 and under. This age group is quite energetic and a skilled disc jockey will know how to work with the kids along with the adults.
- ✓ Allowing for setup time, equipment failures and electrical situations, a professional disc jockey will arrive at your venue up to an hour in advance.
- ✓ Special mood lighting like disco balls and colored lights are an effective way to dress up any dance floor. Some companies include such amenities, others charge for it.
- ✓ Make certain to address standard versus extra equipment. Some companies have "intelligent lighting" which can illuminate certain parts of the dance floor upon command. This is usually an add-on feature.
- ✓ Make certain the disc jockey comes with an emergency kit including backup equipment and electrical supplies.

Live Music – Questions

When you meet with your prospective wedding musician or music agent, you'll want to ask all the right questions... We've provided a list of what you should make sure to ask when you first speak with them about your wedding...Their responses, as well as attitude, will speak volumes about whether you'll want to include them in your "Dream Team"...

Music Agency or Musicians

1. How many years has the agency or musicians been handling weddings? What percentage of your business is wedding-related? We recommend choosing an agency or musician that has provided wedding music for a minimum of three years.
It's best to choose a musician(s) who performs at least five to six weddings per month during the busy wedding season. Choose an agency whose business is at least 75% weddings.

2. If music agency, how many different musicians or groups do you represent and how do you select your musicians? A qualified music agent will develop a roster of musicians they have auditioned as well as have checked track records. Musicians need to have at least three years of experience performing at weddings.

3. How do I preview the musicians? Do you have pictures, audio tapes, CD's or videos, as well as song lists for us to review? We suggest you review videos if possible as it is a truer representation.

4. If talking with an agent, ask if you are able to choose the specific musicians and are those musicians listed on the contract? We highly recommend working with an agent who is up front about whom you are listening to and that that will be the same musicians who perform at your wedding.

5. If we request a selection of music you don't know, would you be willing to learn it? What will we need to provide you and are there any fees for making this arrangement?

6. Will you help me choose the music selections and is that done in person? We recommends choosing a musician or agency that will gladly help familiarize you with all the appropriate possibilities.

7. What are the musicians' set-up requirements, i.e. shading, electricity, staging/risers, space, etc.?

8. How much time do the musicians need to set up?

9. How many weddings do you have scheduled on our wedding day? If this is an agency they may easily handle 30-40 weddings pre weekend during the busy season. If it is a musician you are talking with, they should, depending on timing and location, perform no more than three weddings on one day.

10. If the musicians play in the ceremony, will they be available for the rehearsal ceremony? Movin' Tunes tip: usually musicians do not attend the rehearsal ceremony.

11. With the band, does the band leader also act as "MC"?

12. What will their performance attire be?

13. How many breaks will your musicians take?

14. During the breaks will there be recorded music?

15. What is the fee for performing at the ceremony? What is the fee for performing at the reception? Is there a time minimum or maximum? A service-oriented agency will ask you a lot of questions about details of your wedding before giving you a rate quote.

16. Is there any additional mileage fee to our wedding venue?

17. Do you issue a contract to me and to the musicians?

18. What is your backup plan in case of illness or emergency?

DJ - Questions

And here's the list of critical questions to ask a prospective wedding DJ or DJ company. Their responses as well as attitude will tell you volumes about whether you'll want to include them in your "Dream Team"...

1. How many years have you been providing wedding music? What percentage of your business are weddings? We recommend choosing a DJ company with three years of wedding experience and where 75% of their business is wedding-related.

2. How far in advance do you assign the DJ and do I have control over which DJ I get for my wedding? A large DJ company will present multiple DJ's and allow you to choose the one you like, who is guaranteed to be at your wedding.

3. Are your DJ's/MC's contracted per event or are they employees? *Movin' Tunes tip:* Employees or Owner/Operator means quality and consistency.

4. What kind of training or certification do your DJ/MC's go through?

5. What is the DJ's philosophy for a successful wedding reception-what are his/her objectives? This will tell you whether they are focused on being the center of attention or creating a memorable event for you and your guests. The best response is back to you: what would make the reception a success for you?

8. What kind of sound equipment do you use and may I see it? *Movin' Tunes tip:* high-end wireless microphones are great for more interactivity from the DJ.

9. Will you communicate with the venue I have chosen? We recommend choosing a company that discusses timelines and logistics ahead of time with you and the venue.

10. What time will the DJ/MC be prepared to start? Does this include being tested, dressed and ready to go? We recommend the DJ be tested and ready 45 minutes to an hour before the scheduled start time. This allows time to address equipment failures if necessary.

11. What back-up plan do you have for equipment? We recommend choosing a DJ or company who brings an emergency repair kit with extra components. Plus if standard tested and ready time is 45-60 minutes early, this allows for equipment to be possibly replaced if necessary.

12. What is your back-up plan if a DJ/MC is sick or unable to make my wedding?

Live Music - Things to Avoid

Knowing the pitfalls and traps ahead of time can help save you money, time, and your sanity...Here's a list of things to avoid when planning your wedding live music...

- ✓ Avoid having too many or too few musicians. It is critical to choose the right balance for your setting. Musicians are not cheap—the last thing you want is for the music to not be heard.
- ✓ If you call around and ask music agents what their four-hour rate is, be concerned if they don't ask you several questions back before giving any quotes. Quoting a flat rate with no specific questions asked indicates the company probably is not real experienced or service-oriented.
- ✓ Spell out the band's break policy so that there are no misunderstandings the day of your wedding. It is standard for the band to play recorded music during the break.

- ✓ Ask the music agent or musicians about any special equipment or lighting. There may need to be special power provisions or the venue may have other restrictions for special effects lights.
- ✓ Make sure to communicate your expectations on style, music and interactivity clearly before you reserve your musicians. You don't want any disappointments on your wedding day.
- ✓ Requesting certain songs to be played ahead of time is a good idea but scripting out an entire evening's worth of songs is not because it inhibits the band to "go with the flow" of the party and/or take requests from the guests. Be clear if you want the band to take requests or not-keeping in mind it will take the band into different styles of music than you may have requested.

DJ - Things to Avoid

And here's a guide of things to avoid when using a wedding disc jockey...

- ✓ If the DJ is using "burned CD's" there might be sound quality issues. Burned/copied CD's have a tendency to skip.
- ✓ If you call around and ask companies what their four-hour rate is, be concerned if they don't ask you several questions back before giving any quotes. Quoting a flat rate with no specific questions asked indicates the company probably is not real service-oriented.
- ✓ Spell out the DJ's break policy so that there are no misunderstandings the day of your wedding. It is standard for the DJ to put on music during the break.
- ✓ Ask the disc jockey about any special equipment or lighting. There may need to be special power provisions or the venue may have other restrictions for special effects lights.
- ✓ Make sure the DJ mixes up the play list to include songs that people like your grandparents and parents will like to dance to. Avoid a DJ that plays only a certain type of music.
- ✓ Requesting certain songs to be played ahead of time is a good idea but scripting out an entire evening's worth of songs is not because it inhibits the disc jockey to "go with the flow" of the party and/or take requests from the guests. If you encourage the DJ to take requests keep in mind it will probably shift the styles of music you requested.

Live Music - Resources/References

Checking the reputation, credentials, and service record of prospective wedding musicians is important before you hire them...

References

There are several resources available to check the references of a particular wedding music agency or musicians:

- ✓ Family and friends who have recently been married.
- ✓ Better Business Bureau (B.B.B.).
- ✓ Local Resorts/Country Clubs.
- ✓ Other local wedding vendors.

DJ - References

And here's a checklist of ways to check the credentials and service record of a prospective wedding disc jockey...

References

There are several resources available to check the references of a particular wedding disc jockey:

- American Disc Jockey Association
- Midwest Association for Professional Disc Jockeys
- National Association of Mobile Entertainers
- Family and friends who have recently been married.
- Better Business Bureau (B.B.B.).
- Local Resorts/Country Clubs.
- Other local wedding vendors.

DJ - Contract/Payment

And here's a run-down of what to include in a wedding DJ's contract for your wedding...

Contract

- Name and contact information for you and the disc jockey or disc jockey company.
- Name of disc jockey(s) and/or master of ceremonies who will be performing at your wedding.
- Date, exact performance time, and locations (ceremony, and/or reception) where the disc jockey is expected to perform, including the exact addresses.
- Determination of whether the disc jockey will also serve as Master of Ceremonies.
- Listing of any extra equipment provided by you and/or the venue.
- Listing of equipment provided by the disc jockey.
- What type and amounts of backup gear that will be standing by.
- The expected disc jockey's attire.
- Listing of songs that must be played.
- Listing of songs that must not be played.
- Number of hours that the disc jockey is expected to play.
- Disc jockey's break policy.
- Total cost.
- Overtime fees, if applicable.
- Deposit amount due.
- Balance and balance due date.
- Cancellation and refund policy.
- Name of acceptable substitute in case of emergency.
- Disc Jockey or Music Coordinator's signature
- Your signatures.

Payment

Most wedding disc jockeys require full payment before your wedding day. Some will ask for a 50% deposit upon booking and the remaining 50% due before your wedding day.

Live Music - Backup Plans

Having a “Plan B” is always a good idea when it comes to planning your wedding...Here’s a look at some ways to cover your bases...

- It is important to have contingency plans in place for backup equipment, musicians, and locations.
- Backup Equipment: Every professional musician, whether they are independent or from an agency, will have an emergency kit in case of equipment failure. This varies considerably depending on the type of instrument.
- Backup Musician(s): Each musician, whether they are independent or from an agency, needs to have an emergency plan in case they are unable to work your wedding.
- Backup Location(s): Communicate with your musicians the secondary location for your ceremony and/or reception in case of weather or disaster. This is especially important if your ceremony and/or reception are outdoors.

DJ - Backup Plans

And here’s some ways to plan for disc jockey emergencies...

- It is important to have contingency plans in place for backup equipment, disc jockey, and locations.
- Backup Equipment: Each disc jockey, whether they are independent or part of company, needs to have additional equipment in case of equipment failure.
- Backup D.J.(s): Each disc jockey, whether they are independent or part of company, needs to have an emergency plan in case they are unable to work your wedding.
- Backup Location(s): Communicate with your DJ the secondary location for your ceremony and/or reception in case of weather or disaster. This is especially important if your ceremony and/or reception are outdoors.

Checklists

Timeline

- Research Wedding Music Options
- Book Live Music
- Book Disc Jockey
- Compile Special Song List
- Compile Songs to Avoid List
- Deliver Song Lists to Live Music
- Coordinator
- Deliver Song Lists to Disc Jockey
- Confirm Arrangements

Styles

- Determine Musical Style
- Classical Music
- Jazz
- Oldies Music
- Contemporary Music

- International Music
- Novelty Music
- Variety

Live Music - What to Look For

- Quality Presentation
- Good Sound Quality
- Accommodating Musician(s)
- Strong Stage Presence
- Variety of Musical Styles
- Strong Stage Presence

Wedding Day DJ /Live Music

- Rehearsal Dinner Live Music
- Reception Live Music + Disc Jockey
- Ethnic Music
- Multiple Processionals

Live Music - New Trends

- Ceremony
- Cocktail Hour
- Reception 4-Hour Package
- Determine Overtime Policy
- Vocalist(s)
- Additional Musicians
- Additional Lighting
- Rehearsal Dinner Package

Live Music - Package/Options

- Rehearsal Dinner Music
- Ceremony Music
- Multiple Processionals
- Cocktail Hour Music
- Reception Music
- Reception Live Music + Disc Jockey
- Ethnic Music

DJ - New Trends

- Ceremony
- Cocktail Hour
- Reception 4-Hour Package
- Determine Overtime Policy

DJ - Package/Options

- MC's
- Additional Lighting
- Accessories
- Rehearsal Dinner Package

DJ - Keys to Success

- Choose the Right Balance
- Communicate Requirements with Venue
- Reconfirm Details 7-10 Days Before Wedding
- Request DJ Checklist

- Determine DJ Style and Attitude
- Check Age of Equipment
- Check DJ's Insurance Coverage
- Anticipated Guest List
- Communicate Expectations
- Anticipated Guest Demographics
- Determine DJ Arrival Time
- Special Lighting Kits
- DJ Emergency Kit
- DJ Overtime
- DJ Table Requests
- Choose the Right Balance
- Determine Break Policy
- Determine Special Equipment
- Communicate Expectations Before Booking
- Limit Song Requests
- Allow Requests from Guests or Not?
- Level of Service
- Avoid Sight-Unseen Hiring
- Determine Break Policy
- Determine Special Equipment
- Mix Up Song list
- Limit Song Requests
- Song Requests from Guests

DJ - References

- Family References
- Friend References
- Check with American Disc Jockey Association
- Check BBB/Visit BBB online
- Check with Other Vendors
- Check with Past Clients

DJ - Backup Plans

- Backup Equipment
- Backup Disc Jockey(s)
- Backup Location(s)

Live Music - Backup Plans

- Backup Equipment
- Backup Musician(s)
- Backup Location(s)

Worksheet

Deciding on the themes and styles of your wedding is a complex task...Here's a worksheet to help you plan out your ideal wedding music experience...

Ceremony Music

- Live

- Recorded

Type

- Vocal
- Instrumental

Live Music

- Soloist
- Ensemble

Number of Musicians

- Ethnic
- Folk
- Classical
- Religious
- Contemporary

Style of Music

- Special Song List: _____
- Hours Needed: _____
- Live
- Recorded

Cocktail Hour Music

Type

- Instrumental

Live Music

- Soloist
- Ensemble

Number of Musicians

- Ethnic
- Folk
- Classical
- Religious
- Contemporary

Style of Music

- Special Song List: _____
- Hours Needed: _____
- Live
- DJ

Reception Music

Type

- Vocal
- Instrumental

DJ/Live Music

- Soloist
- Band
- Small Ensemble
- Large Combo
- Band

Number of Musicians

- Variety

- Rock/Pop
- Funk/Hip-hop
- Techno
- R&B
- Latin
- Country
- Jazz
- Big Band/Swing
- Ethnic
- Contemporary
- Classical

Style of Music

- Special Song List: _____
- Hours Needed: _____

Ceremony Music Budget = _____

Cocktail Hour Music Budget = _____

Reception Music Budget = _____

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This guide is provided by Spirit Unlimited Professional DJ Entertainment to assist new couples as they navigate their way through the year leading up to their wedding day. Included are only suggestions and ultimate decisions need to be made by the couple. Spirit Unlimited Professional DJ Entertainment is not responsible for negative outcomes as a result of following guidelines.