



The DJ
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Name:	Wedding Date:	Version: 1.0
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Details	Name / Option	Service	Name
Brides Parents		DJ	Kai Werner / Adrian Andrews / Blair Coatsworth
Grooms Parents		MC	
Intro Method	Parents / Families of Bride & Groom	Function Centre	
Poems	Yes / No	Photographer	
Stings	Yes / No	Video	

Special Notes	
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Time	Scheduled Event	Name / Coordinator / Song
3:30	Ceremony	DJ Not Required
6:00	Guests arrive, pre-dinner drinks if applicable (DJ Photo's)	Function Centre Staff
6:30	Guests are asked to be seated	Function Centre Staff / DJ
6:45	Bridal Entry (In appearance order, phonetic spelling please)	DJ
	Flower Girl & Page Boy	
	Bridesmaid & Groomsman 2	
	Bridesmaid & Groomsman 1	
	Chief Bridesmaid & Best Man	
	Bride & Groom	
	Dance floor / Twist / Conga to escort Bridal Party to Bridal Table	DJ
	Seat Bridal Party	DJ
	Special welcome to parents / families, intro MC	DJ/MC
	Welcome guests, format, facilities, smoking location, taxis, table cameras, Centre Piece Allocation.	DJ/MC
	Grace if applicable	
7:00	Entree and main meal is served	Function Centre Staff
	Poem presentation (Whilst serving champagne for speeches)	DJ
9:00	MC to be introduced to announce each individual speaker for speeches	DJ/MC
	Toast to Bride & Groom (Someone who has known the couple some time)	
	Response and Toast to thank bridesmaids (Groom)	
	Toast Parents & Absent Friends	
	Response on Behalf of Bridesmaids (Best Man)	
	Response (Bride's father or Representative)	
	Response (Groom's Father or Representative)	
	Reading of Telegrams (Read by Best Man and Groomsman)	
	Toast to MC (DJ)	
9:30	Dessert served	
9:45	Cutting of the Wedding cake	
	Bridal Waltz & any special songs to follow	
	Music description special songs to include	
	Garage	
	Bouquet	
11:45	Departure	Circle / Archway
12:00	Pickup	Driver / Taxi / Limo awaiting or Staying Onsite