

# Wedding “To Do” Timeline

All Lists, Worksheets are Due 2 Weeks Prior to the Event

Congratulations on selecting D.J. Brother’s Entertainment Co., Inc., This TimeLine is intended to help keep you on track so that we may be better prepared to serve you.

You have a copy of the required worksheets from your initial meeting. If not, please print another from our worksheets page. **ALL** Worksheets & Music Lists **MUST** be returned 2 weeks prior to the event. They are available at: <http://www.djbros.com/worksheets.htm>

**Disc Jockey:** Start your request list right away. You may go to our worksheets page online and select the Interactive Music List. There is No login required to get started. As you search the titles you will find a Green, Yellow & Red button to the right of each title.



Click Green to add the song to your Top 10 List, Yellow for the General Play List and of course Red for the Do Not Play List. Once you have selected your first song; click **"Save List"** at the bottom of the page. It will ask you for your email and event date. Save often! When you return to the site, you can click on **"Load List"** and it will ask for your email & event date.....that will reload the list that you previously saved. Do Not forget to click **"Submit List"** at the bottom of the page 2 weeks prior to the event.

**Disc Jockey for Ceremony:** The **Ceremony Schedule** must be filled out & returned to us no later than 2 weeks prior to the event.

**Disc Jockey for Reception:** The **Reception Schedule** must be filled out & returned 2 weeks prior to the event. This worksheet is simply a traditional schedule. You may change the order of events by simply renumbering them. You will also find many song recommendations; however, you may write in any song you wish.

**Photography:** There is no specific list required; however, we will be happy to take any images requested. Please create a list of people and shots to be taken. We request that you appoint a “Photo Guide” who knows the people on the list and can collect those individuals while we are taking the photos. It is Highly recommended that you inform those guests prior to the event that they will be participating in the photos. This will prevent them from leaving the area early.

**Videography:** **Video Credits Worksheet** must be filled out & returned 2 weeks prior to the event.

## Items Due 30 days Prior to the Event

**Video Love Story:** All Images must be submitted 30 days prior to the event along with 3 song selections. A song for the Bride, a song for the Groom and one for the Couple.

**Engagement Photos:** Your Image selection should be emailed to us 30 days prior to the event along with your selection of either an 11x14 with signature board or a 16x20 Gallery Print.

**Gobo:** Available patterns for your Gobo can be found on the left column of our web page by clicking the “Name In Lights” icon. Please make your selection and email us the Gobo Pattern 30 days prior to the event.

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