



# DJ Specialist

## PROFESSIONAL MOBILE ENTERTAINMENT

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Proud Member of G.H.A.M.M.A - Greater Houston Area Mobile Music Association  
and N.A.M.E. - National Association of Mobile Entertainers

## Wedding Planner A One Year Plan

Your wedding is one of the most important and exciting days of your life. It also will require a great deal of planning and attention to detail to fulfill your expectations. Here is a checklist to help you remember all the details:  
*(A Checklist for the Rest of the Wedding Party follows!)*

### 9-12 Months before the Wedding

- Decide on the type of wedding. How big? How formal?
- Set a tentative budget.
- Choose the date and time of ceremony and reception.
- Select the locations and make reservations.
- Make an appointment with the person who will perform the ceremony.
- Plan a guest list with names and addresses.
- Shop for your wedding rings.
- Shop for your dress and accessories.
- Pick your colors for the ceremony and reception.
- Choose your attendants, their dresses and accessories.
- Select photographer, transportation and caterer (if separate from reception location).
- Plan your honeymoon.
- Select Disc Jockey Service. **CALL US AT: 713.991.7866**

### 6-9 Months before the Wedding

- Announce your engagement.
- Register your gift preferences with a Bridal Registry.
- Choose a florist; consult with florist on floral needs and preferences.

## **3-6 Months before the Wedding**

- Order invitations and personal stationary. (Allow four weeks for delivery)
- Keep a record of all gifts received.
- Send thank you notes immediately.
- Help mothers select their dresses.
- Check that all bridal attire has been ordered.
- Shop for your trousseau.
- Choose a baker for the wedding cake and groom's cake.
- Meet with DJ to arrange events at Reception (first meeting)

## **2-3 Months before the Wedding**

- Start addressing the wedding invitations.
- Shop for such wedding accessories as toasting goblets, ring pillow and a garter.
- Confirm all ceremony and reception reservations.
- Arrange for the wedding rehearsal. If DJ is to perform at ceremony, contact them.
- Ask friends to help at the reception with the guest book or gifts.
- Confirm honeymoon plans; get passport or visa if needed.
- Confirm flower orders with florist.

## **One Month before the Wedding**

- Mail the invitations.
- Have the final fitting on your wedding attire.
- Have your portrait taken and announcement to the newspaper.
- Choose gifts for attendants.
- Arrange lodging for out -of-town guests.
- Purchase wedding album, guest book.
- Select the groom's wedding gift.
- Apply for marriage license with fiancé and witnesses.
- Meet the actual DJ to perform for you at your reception and Review Reception Plans!

## **The Week of Your Wedding**

- Give the final estimate of guests to the caterer.
- Check all final details; Baker, florist, photographer/videographer, etc...
- Have your bridesmaids' luncheon; present bridesmaids' gifts.
- Pack for your honeymoon.
- Provide maps for out-of-town guests.
- Final meeting with DJ to cover all remaining details. Everything should be done at this point.

## The Day of the Wedding

- Have your hairdresser style your hair.
- Begin dressing one and one -half hours before the ceremony.
- Parents of the groom should be seated five minutes before the ceremony.
- The bride's mother should be seated immediately before the processional and before the aisle runner is rolled.
- **RELAX...AND ENJOY YOUR SPECIAL DAY!**

## After the Honeymoon

- Finish thank you notes.
- If you are taking your husband's name, change driver's license, social security card, bank accounts and credit cards.
- Make an appointment with your Registry's bridal consultant to make any needed exchanges.

*The Bride is not the only one with responsibilities in a*



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*Wedding, The Groom is also a big part of the planning and organization of the Day. He too has many things to get accomplished. This is just a checklist to help him out.*

## Groom's Checklist

### A One Year Plan

#### 9-12 Months before the Wedding

- Buy the engagement ring, and arrange for a special presentation.
- Discuss the wedding date and budget with your fiancée.
- Choose your best man and ushers. (one usher per 50 guests)
- Select your wedding rings together.
- Plan the honeymoon.
- Help with the guest list.

#### 6-9 Months before the Wedding

- Join your fiancée as she registers your gift preferences at a registry.
- Together with your fiancée, select formal wear for you and your groomsmen.

#### 3-6 Months before the Wedding

- Check the requirements for blood tests and the marriage license.
- Finalize honeymoon plans: get a passport or visa if needed.

## **2-3 Months before the Wedding**

- Start addressing your share of the wedding invitations.
- Reserve your wedding attire.
- Plan and make reservations for the rehearsal dinner. (The groom's family usually hosts this event.)
- Meet with the florist. (The groom traditionally pays for the bride's bouquet, all corsages and boutonnieres.)

## **6-8 Weeks before the Wedding**

- Choose gifts for groomsmen.
- Purchase a wedding gift for your bride.
- Purchase a marriage license with fiancée and witnesses. (It's the groom's job to check on all details and requirements.)
- Adjust insurance policies to reflect new marital status.
- Pick up wedding rings.

## **2 Weeks before the Wedding**

- Check on honeymoon reservations and tickets.
- Purchase traveler's checks if needed.
- Arrange to move belongings to your new home (after you return from your honeymoon).

## **1 Week before the Wedding**

- Give your marriage license and officiating person's fee to the best man.
- Present groomsmen's gifts at rehearsal dinner.

## **The Day of the Wedding**

- Give wedding rings to the best man.
- Be sure travel tickets are with your change of clothes.
- Be sure both of you sign the wedding certificate and put it in a safe place.



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*The Bride has chosen someone who is special to her to support and assist The Bride on her Wedding Day. This checklist is for that person, who, as the Bride, has duties on the Wedding Day.*

## Guidelines for the Maid/Matron of Honor

*Being asked to be Maid/Matron of Honor or one of the Bridesmaids is meant to be an honor. Since you are thought of as one of the bride's closest friends, it is only natural that you would be willing to help. Offer your assistance whenever possible, do not complain that you do not like the dresses, and offer moral support whenever possible! The bride will appreciate your assistance and cooperation!*

- Assist Bride in choosing a dress.
- Assist Bride in choosing Bridesmaid dress.
- Confirm timely delivery of bridesmaid dresses.\*
- Help with little organizational details if asked.
- Help with invitation addressing.
- Help with making favors.
- Maid/Matron of Honor and bridesmaids host a bridal shower.
- Let guest know where couple is registered.\*
- Help the bride get dressed on her wedding day.\*
- Hold the groom's ring on wedding day.\*
- Straighten the bride's veil and train when necessary.\*
- Help bride in any way possible, before and during the wedding.
- Offer moral support whenever necessary.
- Assist bride with bustle (bustling of her dress at reception).\*
- Assist bride with any personal needs during the day.\*
- Assist DJ with the guests.

\* = *Traditionally Maid/Matron of Honor responsibilities.*



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## Guidelines for the Best Man

Here are some guidelines to help the Best Man. Please remember, these are just some of the standard duties. You may be asked to help in other ways, you may be asked to simply offer moral support...

- Arrange for a Bachelor Party: whether it is a dinner, a weekend, or a wild night out, you are responsible for arranging the plans as well as the guests. Please keep the tastes and morals of others in mind. Have fun, but **DO NOT DO** something that you'll be sorry for later.
- Help the groom with the formalwear arrangements. What size does everyone need, where can you pick it all up, etc...
- Assist with the many details of the day. Chances are, the Groom will be too nervous to remember everything.
- Keep the bride's ring until the ceremony.
- Ensure the groom's timely arrival at the ceremony.
- Offer to arrange payment for the officiate.
- Offer to arrange payment for the Transportation Company.
- Offer the first toast to the couple. A good idea is to write it down and have it rehearsed. Make it flattering to the bride, romantic, and witty! Your DJ can offer some suggestions.
- Offer to help in any way. Calm anyone who seems stressed.
- Arrange the bride and groom's departure. Make sure it goes smoothly.
- Offer to return the groom's formalwear if necessary.
- Assist DJ with dollar/wine dance if applicable.
- Check with DJ for announcements.
- Deliver a message to the brides parents from the newlyweds thanking them for the fantastic celebration.