Wedding planner

Your wedding planner

Tap an answer box. Save a copy, reopen it to check, then return the file.

Wedding date

Day / month / year

Names of both partners

Full names and preferred names

Married surname / introduction

Optional: how would you like me to introduce you?

Main contact

Name, email and phone

Venue and room(s)

Venue name, full address and rooms in use

Skip anything not relevant; use TBC if undecided. No payment details or private medical history. This does not change your agreed booking.

Wedding planner

Your wedding planner (continued)

Short answers here; use the extra-answer page for longer notes.

Venue contact on the day

Name, role and contact number, if known

Guest contact on the day

Someone I can contact without interrupting you

Services already booked with me

List agreed services and extras; anything not yet agreed: TBC

Guest numbers and age range

Approximate day / evening numbers; broad age groups only

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Wedding planner

The people and the atmosphere

Short answers here; use the extra-answer page for longer notes.

Partner 1: parents / important family

Optional names and relationships

Partner 2: parents / important family

Optional names and relationships

Best man / best people

Names and pronunciation notes

Groomsmen / ushers

Names, if relevant

Chief bridesmaid / person of honour

Name, if relevant

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Wedding planner

The people and the atmosphere (continued)

Short answers here; use the extra-answer page for longer notes.

Bridesmaids / wedding party

Names and roles, if relevant

Three words for your evening

For example: relaxed, lively, personal

Colour scheme / styling

Any details relevant to my setup

Guests travelling from afar

Optional: places to mention in a welcome; no travel itineraries needed

Honeymoon destination

Optional, only if you would like it mentioned

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Wedding planner

The plan for your day

Short answers here; use the extra-answer page for longer notes.

Setup access and earliest arrival

Time, loading route, parking, stairs / lift and venue restrictions, if known

Ceremony / drinks / meal

Start times and locations, where relevant

Speeches and announcements

Order, speakers, introductions and anything I should help with

Evening guest arrival / DJ start

Planned arrival and entertainment start times

Cake cutting

Yes / No / TBC; time and any announcement or song

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Wedding planner

The plan for your day (continued)

Short answers here; use the extra-answer page for longer notes.

Evening meal / buffet

Yes / No / TBC; approximate serving time

Bouquet toss

Yes / No / TBC; approximate time

Newlywed DJ Battle

Yes / No / TBC. Please tell me in advance so I can discuss song choices with each of you.

Other entertainment / suppliers

Act, contact and performance / setup times where relevant

Your departure / event finish

Leaving early? Yes / No / TBC. Departure and agreed finish times

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.

Wedding planner

Music, moments and final notes

Short answers here; use the extra-answer page for longer notes.

First dance

Song, artist, version and approximate time

Father / parent dance

Optional: who is dancing, song and artist

Mother / parent dance

Optional: who is dancing, song and artist

Wedding party / top table dance

Optional: names, song and artist

Other key music cues

Ceremony, entrances, cake or final song, only where relevant to my role

Photo/video answers are preferences, not permission for all guests. Identifiable-image use needs separate confirmation. Tell me if plans change.

Wedding planner

Music, moments and final notes (continued)

Short answers here; use the extra-answer page for longer notes.

Do-not-play songs / guest requests

Songs or topics to avoid; are guest requests welcome?

Announcements and practical needs

Names or topics to handle carefully; practical accessibility or sensory adjustments only

Photos and videos for my marketing

Your preference: Yes / No / Please discuss first. Any restrictions? Leave blank if undecided.

Anything else / media copies

Other notes, or ask me about receiving copies of event media

Photo/video answers are preferences, not permission for all guests. Identifiable-image use needs separate confirmation. Tell me if plans change.

Wedding planner

Must-play songs & Spotify playlist

Short answers here; use the extra-answer page for longer notes.

List your must-play songs with artists and versions. Distinguish these from general playlist inspiration.

Spotify playlist link (optional)

Mobile/tablet: open the playlist > three dots > Share > copy link. Computer: right-click the playlist or use its three dots > Share > Copy Link. Paste the link below, not an embed code.

This shares music ideas, not account access or automatic imports. Check the recipient can open the link. If access expires, send a fresh link.

Wedding planner

Extra answers / music lists

Short answers here; use the extra-answer page for longer notes.

Extra answer 1: start with the question name

Extra answer 2: start with the question name

Extra answer 3: start with the question name

For long answers, use the extra-answer page or editable Word planner. PDF boxes have fixed space. Print at fit-to-page on A4.