

Wedding DJ checklist

Tick each item off as you go. Page 2 is a planning sheet to fill in with the couple.

6 or more weeks before

- ☐ Contract signed: date, start and finish times, venue confirmed
- ☐ Planning meeting with the couple (use the sheet on page 2)
- ☐ Venue rules: sound limits, curfew, load-in time, power points
- ☐ Ceremony needs: sound, and mics for the officiant and readers
- ☐ Contacts: coordinator, photographer, videographer, MC
- ☐ Agreed: clean edits or explicit, and the guest request policy

2 weeks before

- ☐ Wedding crates built: one per part of the day, in running order
- ☐ Missing songs bought or downloaded
- ☐ Formalities confirmed in order, with the exact version of each
- ☐ Do-not-play crate made, with every version you own
- ☐ Names and pronunciations confirmed for every announcement
- ☐ Timeline shared with the coordinator and the MC

The week of the wedding

- ☐ Every track analyzed; beatgrids checked on the formalities
- ☐ Crates checked for missing, corrupt and explicit tracks
- ☐ Library and music backed up to a second drive
- ☐ Final call with the couple or planner

The day before

- ☐ Full rig tested at home, including every cable
- ☐ Mic batteries charged, spares packed
- ☐ Backup drive, spare laptop charger and gaffer tape packed
- ☐ Timeline and do-not-play list printed
- ☐ Directions, parking and load-in details saved

On the day

- ☐ Arrive with time to set up and soundcheck before guests
- ☐ Mics checked in the room, at the positions they will be used
- ☐ Timeline walked through with the coordinator
- ☐ Do-not-play crate checked before every request

After the wedding

- ☐ History exported and the crates moved to Past weddings
- ☐ Floor-fillers added to your evergreen wedding crates
- ☐ Thank-you sent, with a request for a review

Gear to pack

- ☐ Laptop, charger and controller or mixer
- ☐ Speakers, stands and a monitor
- ☐ Wireless mics, receiver and spare batteries
- ☐ Power strips, extension leads and every cable, plus spares
- ☐ Backup music source: a second laptop, phone or USB drive

Couple planning sheet

Fill this in together at the planning meeting. Keep a copy with the wedding's crates.

The couple and the day

Names (and how to pronounce them)

Wedding date

Venue

Coordinator and phone

Key moments

Moment

Time

Song, artist and version

Processional

Couple's entrance to ceremony

Recessional

Grand entrance

First dance

Parent dance(s)

Cake cutting

Bouquet or garter

Last dance

Must play

Do not play (ask: do remixes and guest requests count?)

Music rules

Clean edits only? ☐ Yes ☐ No ☐ Clean until _____

Guest requests? ☐ Welcome ☐ DJ decides ☐ None

Notes: announcements, surprises, cultural traditions, anything the DJ should know