

PRO STYLEZ ENTERTAINMENT

Albany & Capital Region's Premier Wedding Entertainment

Wedding Day Timeline Template

Complete this template with your DJ and share with all vendors — photographer, coordinator, caterer, and wedding party.

WEDDING DETAILS

Couple's Names	_____	Wedding Date	_____
Ceremony Venue	_____	Ceremony Start	_____
Reception Venue	_____	Reception End	_____

GETTING READY - Pre-Ceremony

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Hair & Makeup Begins	Background music playing at venue	Artist arrives: _____
_____	Getting Ready Photos	Photographer on-site	Location: _____
_____	Flowers / Bouquets Delivered	Collect personal florals for photos	Florist arrival: _____
_____	First Look (if applicable)	Optional — captures the moment privately	Location: _____
_____	Wedding Party Photos	Allow 30–45 min for full party shots	
_____	Family Formals	Prepared shot list speeds this up	Shot list ready: Y/N
_____	Guests Begin Arriving	DJ plays prelude music (30 min prior)	Doors open: _____
_____	Wedding Party Lines Up	Coordinate with officiant	

★ PRO TIP — The 30/5 Rule

Any task that takes 5 minutes on a normal day takes 30 minutes on your wedding day. Build buffer time into your getting-ready block. If makeup is estimated at 3 hours, block 3.5.

CEREMONY

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Doors Open / Guests Seated	DJ plays prelude music; sets the tone	Prelude song: _____
_____	Processional — Wedding Party	DJ cues processional song	Song: _____

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Processional — Bride / Couple	DJ transitions to entrance song	Song: _____
_____	Welcome & Readings	Officiant mic check complete	Officiant: _____
_____	Unity Ceremony (if applicable)	Ceremony song plays during unity moment	Song: _____
_____	Exchange of Vows	Quiet — no music unless requested	
_____	Ring Exchange		
_____	Pronouncement & First Kiss	DJ ready to cue recessional	
_____	Recessional	High-energy recessional song	Song: _____
_____	Guests Released	DJ plays upbeat exit music for guests	

★ **PRO TIP — Ceremony Length**

A secular ceremony typically runs 20–30 minutes. A full Catholic Mass can run 60+ minutes. Confirm the length with your officiant and build your cocktail hour start time accordingly.

COCKTAIL HOUR

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Cocktail Hour Opens	DJ plays upbeat background music	Bar opens: _____
_____	Couple's Portrait Session	Sneak away for golden-hour couple shots	Location: _____
_____	Remaining Family Portraits	Keep list tight — 20 min max	
_____	Couple Joins Cocktail Hour	Optional — surprise your guests	
_____	Guests Transition to Reception	DJ announces move to reception space	15 min warning: _____

★ **PRO TIP — Cocktail Hour Length**

Keep cocktail hour to 60 minutes maximum. Longer than that and guests get restless and may drink too much before dinner. 45–60 minutes is the sweet spot.

RECEPTION - Ceremony to Last Dance

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Guests Take Their Seats	DJ plays background music as guests settle	
_____	Grand Entrance — Wedding Party	DJ announces each member	Order confirmed: Y/N
_____	Grand Entrance — Couple	High-energy entrance song	Song: _____
_____	First Dance	Do immediately after entrance — all eyes on you	Song: _____
_____	Welcome Toast	Father of the bride or couple	Speaker: _____
_____	Blessing (if applicable)		

TIME	EVENT / MOMENT	DJ / MC NOTES	YOUR NOTES
_____	Dinner Service Begins	DJ plays dinner/ambient music	Style: buffet/plated
_____	Parent Dances	Do between courses — everyone is seated	
■	Father / Daughter Dance	DJ announces and cues song	Song: _____
■	Mother / Son Dance	Can be combined with parent dance	Song: _____
_____	Remaining Toasts	Best man, maid of honor — 3 min each max	Speakers: _____
_____	Dinner Concludes	DJ gradually raises energy as plates clear	
_____	Dance Floor Opens	DJ reads the crowd — starts building	
_____	Cake Cutting	~20 min after dinner; guests still present	Song: _____
_____	Bouquet Toss (optional)	Announce 5 min ahead; gather guests	Song: _____
_____	Garter Toss (optional)	Immediately after bouquet; keep energy up	Song: _____
_____	Open Dancing — Peak Energy	DJ reading crowd; floor should be full	
_____	Last Call / Late Night Snack	Venue announces last call	
_____	Last Song Warning	DJ announces final song of the night	Song: _____
_____	Last Dance	End on a high note — crowd favorite	Song: _____
_____	Grand Exit / Send-Off	Sparklers, bubbles, or confetti	Type: _____

★ **PRO TIP — Don't Delay Dancing**

The earlier you open the dance floor, the longer people stay. If dancing doesn't start until 9:30 PM, guests who have an hour drive home will leave before the floor heats up. Your DJ can help structure the evening to maximize dance time.

■ **SONG PLANNER — Fill in your key songs**

CEREMONY & COCKTAIL SONGS	RECEPTION SONGS
Processional (Bridal Party) _____ _____	First Dance _____ _____
Processional (Bride/Couple) _____ _____	Parent Dances _____ _____
Signing / Unity Ceremony _____ _____	Cake Cutting _____ _____
Recessional _____ _____	Last Dance / Send-Off _____ _____

Cocktail Hour Vibe ----- -----	Must-Play (Reception) ----- -----
Grand Entrance Song ----- -----	Do NOT Play ----- -----

■ VENDOR CONTACTS — Share with your wedding party

VENDOR	NAME / COMPANY	PHONE / EMAIL	ARRIVAL TIME
DJ / Entertainment	----- -----	----- -----	----- -----
Photographer	----- -----	----- -----	----- -----
Videographer	----- -----	----- -----	----- -----
Venue Coordinator	----- -----	----- -----	----- -----
Caterer	----- -----	----- -----	----- -----
Florist	----- -----	----- -----	----- -----
Hair & Makeup	----- -----	----- -----	----- -----
Officiant	----- -----	----- -----	----- -----

■ NOTES / SPECIAL REQUESTS

Ready to book your wedding entertainment? We respond within 24 hours.
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