

WEDDING DJ CHECKLIST

Everything to lock in with your DJ — from booking to last dance.

9-12 MONTHS OUT

- ☐ Book your DJ (peak Saturdays go first)
- ☐ Confirm ceremony sound is included
- ☐ Share your venue's sound and power rules
- ☐ Start your must-play and do-not-play lists

4-6 MONTHS OUT

- ☐ Pick first dance and parent dance songs
- ☐ Choose processional and recessional music
- ☐ Decide on uplighting and special effects
- ☐ Confirm MC announcements and introductions

1 MONTH OUT

- ☐ Finalize the reception timeline with your DJ
- ☐ Send the final song lists and spelling of names
- ☐ Confirm grand entrance order and song
- ☐ Share vendor contact list (planner, photo, venue)

WEEK OF

- ☐ Reconfirm arrival and setup times
- ☐ Final headcount and floor plan to venue
- ☐ Point person assigned for day-of questions

DAY OF

- ☐ DJ arrives early for full sound check
- ☐ Ceremony mics tested before guests arrive
- ☐ Backup gear on site and ready
- ☐ Relax — your night is handled