



Wedding Cue & Pronunciation Addendum

Names, introductions, ceremony cues, reception formalities, and announcement guidance

DP-WCA | v1.0

Revised September 2026

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IMPORTANT

Complete this addendum with the person responsible for the final timeline. Spell names exactly as they should be announced and write pronunciations phonetically.

Wedding date *

Venue *

Planner / coordinator

Partner 1 - full name *

Pronunciation

Partner 2 - full name *

Pronunciation

Exact preferred introduction for the couple

WEDDING PARTY INTRODUCTIONS

List in the intended entrance order

NAME(S)	ROLE / RELATIONSHIP	PRONUNCIATION	PAIR / CUE

Entrance-order notes, grouping instructions, or names that should not be announced



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CEREMONY CUE SHEET

MOMENT	PEOPLE / ACTION	SONG / SOURCE	START / FADE CUE
Prelude begins			
Processional 1			
Processional 2			
Partner entrance			
Ceremony moment			
Recessional			
Postlude / exit			

Ceremony microphone, reader, officiant, live musician, or media-playback notes

RECEPTION FORMALITIES

MOMENT	NAMES / ANNOUNCEMENT	SONG / MEDIA	APPROX. TIME
Wedding-party entrance			
Couple entrance			
First dance			
Parent / family dance 1			
Parent / family dance 2			
Toasts / speeches			
Cake cutting			
Special tradition			
Last dance			



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MC AND ANNOUNCEMENT GUIDANCE

Preferred MC tone (formal, warm, energetic, minimal, bilingual, etc.)

Required announcements and the exact facts or names to include

Announcements, jokes, topics, titles, or personal details that must not be used

Language, translation, cultural, religious, or family-tradition guidance

TIMELINE AUTHORITY AND CHANGE CONTROL

Person(s) authorized to approve timeline, announcement, or music changes on event day *

How last-minute changes should be communicated to the DJ

Guest requests:

☐

Welcome

☐

Screened by DJ

☐

Client approval required

☐

Not accepted

FINAL REVIEW

☐ Names and pronunciations have been reviewed for accuracy.

☐ Entrance order and major cue sequence have been reviewed.

☐ Featured songs and media sources have been identified.

☐ The authorized day-of decision-maker has been identified.

Reviewed by client / planner

Review date

DJ review / initials

This addendum supplements event-planning information. It does not reserve a date or modify pricing, equipment, staffing, performance time, cancellation terms, or other contractual obligations unless DJ Phelix confirms the change in writing.