



Looking for a modern way to manage your DJ events? **SongBoard** is a customizable DJ event planning portal that streamlines music requests, event schedules, and communication—all in one place. Save time, reduce confusion, and deliver a professional experience for your clients. Learn more at <https://songboard.app>.

Wedding DJ Checklist

Pre-Event Checklist

- ☐ Confirm event date, time, and venue with the client.
- ☐ Verify arrival and setup time with the venue.
- ☐ Test all DJ equipment (speakers, mixers, microphones).
- ☐ Pack backup equipment (cables, laptop, power strips).
- ☐ Prepare playlists for key moments (entrances, first dance).
- ☐ Ensure all requested songs are available and playable.
- ☐ Confirm with the couple their *do not play* list.
- ☐ Ensure contracts and payments are finalized.

Reminders

- Bring a printed schedule of the event timeline.
- Carry extra batteries for wireless microphones.
- Pack a toolkit (tape, scissors, spare adapters).
- Bring a water bottle and snacks for long events.

Event Day Setup

- ☐ Arrive at the venue at least 2 hours early.
- ☐ Check in with the event coordinator or venue manager.
- ☐ Set up DJ booth and test sound levels.
- ☐ Run a quick soundcheck with all microphones.
- ☐ Confirm all equipment is positioned safely and securely.
- ☐ Ensure lighting is set up and functioning.
- ☐ Confirm backup equipment is accessible.

Reminders

- Keep pathways clear of cables and equipment.
- Communicate with photographers about lighting needs.
- Ensure nearby power outlets are available and functional.

During the Event

- ☐ Announce the entrance of the wedding party and couple.
- ☐ Play songs for each scheduled moment (e.g., cake cutting).
- ☐ Manage guest song requests (if approved by the couple).
- ☐ Monitor sound levels throughout the venue.
- ☐ Coordinate timing with the event planner or MC.
- ☐ Stay alert for any unexpected schedule changes.

Reminders

- Stay professional and engaging on the microphone.
- Avoid playing songs from the *do not play* list.
- Take short breaks as needed to stay refreshed.

Post-Event Wrap-Up

- ☐ Pack up all DJ equipment and cables.
- ☐ Ensure no personal items are left behind.
- ☐ Confirm with the client that all requests were met.
- ☐ Leave the venue clean and free of clutter.
- ☐ Provide a feedback form or follow-up email.

Reminders

- Store equipment in a safe and dry location post-event.
- Review the event for any improvements for future gigs.
- Send a thank-you note to the client within a week.



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