

YOUR WEDDING MUSIC CHECKLIST

Let's get the music right!



Everything that you need when you book live music

It's your Big Day.



A wedding isn't just a date on a calendar. It's a room full of people you love, suspended in one moment in time.

And music? Music is what turns that moment into memory.

At Pushworth, we don't just book live acts. We curate atmosphere. We read rooms. We understand timing. We know when to lift the energy, when to soften the space, and when to let the dance floor erupt.

Weddings move quickly. Decisions stack up. Emotions run high. This guide keeps the music simple, structured and stress-free - so you can focus on the part that actually matters: marrying your person.

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Logistics

So nothing is left to chance.

Behind every seamless entrance, perfectly timed first dance and packed dance floor is clear planning. The Logistics checklist ensures your musicians know exactly where to be, when to be there, how to access the space, and what conditions to expect - from bump-in times and venue access to power supply and curfews.

When logistics are handled properly, there's no scrambling, no awkward delays, no last-minute stress. Just smooth delivery, confident performers and a celebration that flows exactly as it should.

- ☐ Stage size
- ☐ Stage location
- ☐ Noise restrictions
- ☐ Power access
- ☐ Dance floor size and location
- ☐ If outdoors, is the stage covered?
- ☐ Access time for the artist
- ☐ Allocated parking spot for the entertainer
- ☐ Allocated parking location
- ☐ Time the artist can access the venue to set up and sound check
- ☐ Flat load, stairs or lift?
- ☐ Loading dock location
- ☐ Loading dock proximity to parking, the event venue and stage
- ☐ Changing room location and facilities provided
- ☐ Name of the person at the venue responsible for meeting, inducting and directing the artist for setup

Sound Equipment

Great music needs great equipment.

The Sound Equipment checklist ensures your live music is delivered with clarity, balance and impact - whether it's an intimate acoustic ceremony or a full reception dance floor. Power supply, speaker placement, microphones, backup plans and volume management all matter more than most couples realise.

When production is right, the music feels effortless. When it's not, everyone notices. This checklist keeps the focus where it belongs - on the celebration, not the speakers.

- ☐ Is there an in-house PA?
- ☐ If yes, can the function manager provide specifications?
- ☐ Can the artist bring their own production?
- ☐ Is there lighting set up in the event room?
- ☐ Do you have special lighting requirements?
- ☐ Do you need a microphone for speeches?
- ☐ Do you need a microphone for specific performances?
- ☐ Where can the artist set up the equipment?
- ☐ Can the venue provide a table and chair for the production setup?



Songs & Dances

Your story, your soundtrack.

The Songs & Dances checklist helps you define the key musical moments that matter: your aisle song, signing music, first dance, parent dances and the tracks that will fill the floor later in the night. Clear selections give your musicians direction and give you confidence that every emotional beat lands exactly where it should.

Because when the right song plays at the right moment, it becomes yours forever.

☐ Wedding party entrance to the reception venue

☐ First dance

☐ Father/daughter dance

☐ Mother/son dance

☐ Cutting of the cake

☐ Wedding party farewell



“Be the song that gets people on their feet.”

ED SHEERAN

Event Running Sheet

Flow matters more than you think.

Your reception musician isn't just playing songs - they're quietly steering the rhythm of the night. An Event Running Sheet gives them clear visibility of speeches, meal service, formal dances, special announcements and key transitions. With that structure, they can liaise smoothly with the MC, adapt to timing shifts, and cue music precisely when it's needed.

When your musician understands the flow, the evening feels seamless - no awkward pauses, no missed moments, just a celebration that unfolds naturally from start to finish.

- ☐ Name of the person to report to upon arrival
- ☐ Name of the MC
- ☐ Name of the person looking after special performances, if any
- ☐ Name of the person managing the wedding
- ☐ Guests arrive
- ☐ Canapés served
- ☐ Pre-dinner cocktails
- ☐ Wedding party arrives
- ☐ Guests seated for dinner
- ☐ Dinner served
- ☐ Dinner music starts
- ☐ Speeches
- ☐ Cutting of the cake
- ☐ First dance
- ☐ Mother/son or father/daughter dance
- ☐ Specific wedding tradition
- ☐ Dance music starts
- ☐ Music finishes

Hospitality & Administration

Clear expectations, smooth delivery.

Looking after your musicians and agreeing on the details early helps the day run smoothly. Confirm meals, refreshments and a place for breaks, then finalise the music, timing, contract and payment arrangements.

Share your song links and final running sheet so everyone arrives prepared. Confirm deposit and balance deadlines against your booking contract.

- ☐ Meal per person in the band
- ☐ Water and soft drinks per person in the band
- ☐ Dressing room or area for the band to take breaks
- ☐ Agree on times, songs, style, specifics and payment
- ☐ Sign the contract
- ☐ Pay the 50% deposit to secure the artist, as agreed in your contract
- ☐ Send Spotify links for specific songs
- ☐ Fine-tune the running sheet
- ☐ Pay the remaining 50% balance, as agreed in your contract

“The best part of singing at a wedding is watching two people start their forever.”

FRANK SINATRA



“A wedding without great music is just a dinner with good intentions.”

BETTY WHITE

Let's build a celebration that feels like you.

[Wedding Music Enquiry](#)

[Explore the Artist Directory](#)

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