

**RECEPTION PLANNER**

Contact Name   
Phone   
Email   
Best time to contact

Date of Wedding   
What is the expected attendance

Wedding Coordinator Name:

Ceremony		Reception	
Starting Time	<input type="text"/>	Starting Time	<input type="text"/>
Ending Time	<input type="text"/>	Ending Time	<input type="text"/>
Location	<input type="text"/>	Location	<input type="text"/>
Contact Name	<input type="text"/>	Contact Name	<input type="text"/>
Phone	<input type="text"/>	Phone	<input type="text"/>

Bride's Name

Groom's Name

To Be Announced As:

If DJ is to announce the wedding party, please fill out the following: (Please spell 'em like they sound!)  
Instruct those who will be announced to gather outside reception facility and await introduction.

Bride's Parents   
Flower Girl   
Bridesmaid #1   
Bridesmaid #2   
Bridesmaid #3   
Bridesmaid #4   
Bridesmaid #5   
Maid/Matron (Circle One)

Groom's Parents   
Ring Bearer   
Groomsman #1   
Groomsman #2   
Groomsman #3   
Groomsman #4   
Groomsman #5   
Best Man

Will the DJ's equipment be outdoors? (if yes, equipment must be protected from sun, rain, etc.)  
(DJ will require access to power at that location.)

YES  NO

**THE MUSIC PROGRAM**

Music Before Main Dance Program Or During Meal (if applicable)

<input type="text"/>	% Classical (Bach, Beethoven, Tchaikovsky, Chopin, Mozart)
<input type="text"/>	% Big Band/Standards (Hits from 40's, Frank Sinatra, Johnny Mathis, Tony Bennett)
<input type="text"/>	% Contemporary Jazz/New Age (Kenny G, John Tesh, Wynton Marsalis, Enya)
<input type="text"/>	% Classic Jazz (Miles Davis, John Coltrane, Chet Baker, Lewis Armstrong, Count Basie, Ella Fitzgerald)
<input type="text"/>	% Contemporary Ballads (Michael Bolton, Chicago, Sade, Sting, Celine Dion, Whitney Houston)
<input type="text"/>	% Casual Lite Pop (The Police, Toad the Wet Sprocket, Counting Crows, Indigo Girls, Sarah McLachlan)
100% Total	

**Music After Meal Or During Dance Program**

Check here if you want a mix of all categories below except for categories marked "0%"

- % 40's/Big Band (Glenn Miller, Duke Ellington, Benny Goodman, Artie Shaw, etc.)
- % Standards (Frank Sinatra, Perry Como, Johnny Mathis, Tony Bennett, Nat King Cole, etc.)
- % 50's Rock (Elvis Presley, Everly Brothers, Little Richard, Dion, Bill Haley, Buddy Holly, etc.)
- % 60's Rock/Pop (Beatles, Rolling Stones, Beach Boys, Monkees, etc.)
- % 60's Soul/Motown (Four Tops, Jackson 5, Supremes, Temptations, Aretha Franklin, etc.)
- % 70's Dance (Bee Gees, Earth Wind & Fire, D. Summer, Commodores, KC & The Sunshine Band, etc.)
- % 80's Pop/Dance (M. Jackson, Madonna, Bruce Springsteen, Billy Joel, B-52's, etc.)
- % 90's Pop/Dance (Janet Jackson, Gloria Estefan, C&C Music Factory, Technotronic, Beck, etc.)
- % Club (Salt N Pepa, Real McCoy, La Bouche, Will Smith, TLC, etc.)
- % Country (Garth Brooks, Shania Twain, Kenny Rogers, Randy Travis, Alan Jackson, Clint Black, etc.)
- % Rap/Hip Hop (Nelly, Eminem, Busta Rhymes, DMX, Dr. Dre, Bone Thugs N Harmony, Coolio, etc.)
- % Electronica (Fatboy Slim, Chemical Brothers, Crystal Method, Moby, Bjork, Republica, etc.)

100% TOTAL

**ORDER & DESCRIPTION OF EVENT**

**Cocktail Hour:**

Will we be providing music?

YES	NO
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Will this be in the same room as the meal/reception?

YES	NO
-----	----

Blessing given by:

Toast 1 given by:

Toast 2 given by:

The following are traditional wedding events. Please check the box next to each event to be included.

Next, schedule the order in which you want the events to occur. If you are undecided about any events when this is due (6 weeks prior to wedding), leave blank and return to us anyway.

EVENTS	CHECK HERE	# ORDER	SONG	ARTIST
Introduce Bride & Groom Only				
Introduce B&G with Bridal Party				
Introduce Bridal Party Only				
Bride & Groom - First Dance				
Bride-Father Dance				
Groom-Mother Dance				
Cake Cutting				
Dollar Dance				
Bouquet Toss				
Garter Removal				
Garter Toss				
Garter Replacement				

Please circle the correct description for each dance.

**Bride & Groom - First Dance**

- Bride & Groom for the entire song
- Bride & Groom; Bridal party midway through song
- Bride & Groom; guests midway through song

**Bride-Father Dance**

- Bride-Father entire song
- Bride-Father, then Groom-Mother midway through song
- Bride-Father, then Bridal party midway through song

**Groom-Mother Dance**

- Groom-Mother entire song
- Groom-Mother, then Bride-Father midway through song
- Groom-Mother, then Bridal party midway through song

## YOUR MUSIC REQUESTS

ATTENTION: for all requests please include both the song and artist.

	Song	Artist
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Circle the special group party dances you want to hear:

Electric slide	Macarena
Bunny Hop	Boot Scootin' Boogie
Ketchup Song	Cha Cha
Chicken Dance	Hokey Pokey

## ABOUT YOUR DISC JOCKEY

What should be the attire of Your DJ? (Select Only One)

<input type="checkbox"/>	Tuxedo
<input type="checkbox"/>	Suit/Shirt & Tie
<input type="checkbox"/>	Casual

What level of interaction/type of personality should be displayed by Your Disc Jockey? (Select Only One)

<input type="checkbox"/>	Low Key
<input type="checkbox"/>	Moderate / MC
<input type="checkbox"/>	High Profile

(See below for details)

**Low Key DJ** is to remain in the background and let the music play the major role of the event. No talking should be necessary.

**Moderate / Master Of Ceremonies DJ** should handle announcements as needed and display verbal interaction with the audience only if needed. This type of personality will simply let everybody know what is going on at any given time.

DJ should coordinate with contact or wedding coordinator before announcing events.

**High Profile DJ** must handle all announcements, stay in the spotlight and display extensive verbal interaction with the audience. This would include, but not limit your DJ to leading group dances, games, motivating dancing however necessary, etc.

This personality works the best when DJ has TOTAL control over music selections and activities with very little guidance from the customer. (An Additional \$100.00 Fee will apply)