



# Your Reception Plans

Please Complete and return to your DJ.

## General Information

Bride's Name: \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Home Phone# ( ) \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Work Phone # ( ) \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell Phone # ( ) \_\_\_\_\_

Home Phone# ( ) \_\_\_\_\_

Date of Event: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Name of Event Location: \_\_\_\_\_

Address of Hall or Location: \_\_\_\_\_

Phone # of Hall: \_\_\_\_\_

Special Instructions about Location:

How would you like the DJ to Dress: SUIT      CASUAL

OTHER (explain): \_\_\_\_\_

What Personality would you prefer: Outgoing      Moderate      Easy Going

## Set-Up

The DJ would like to begin setting up for your event at least One Hour prior to the start. Please have a table (at least 6 feet in length) placed where you would like the DJ to perform.

What time is your Ceremony:      Start: \_\_\_\_\_      End: \_\_\_\_\_

What time is your Reception:      Start: \_\_\_\_\_      End: \_\_\_\_\_

When should background music begin:      Start: \_\_\_\_\_      End: \_\_\_\_\_

What time will guest be arriving: \_\_\_\_\_

What time will the Bride and Groom arrive: \_\_\_\_\_

What time will Dinner start: \_\_\_\_\_

Dinner will include: Hors d'oeuvres                      Sit-Down Dinner                      Buffett

Will there be a blessing on the meal: \_\_\_\_\_ Who will be giving the blessing: \_\_\_\_\_

**Flow of Events**

Would you like the DJ to introduce the Bride and Groom as they arrive: \_\_\_\_\_

How would you like the Bride and Groom announced:

\_\_\_\_\_

Would you like the DJ to introduce the Wedding Party: \_\_\_\_\_

**Bridesmaids**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

More: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Groomsmen**

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_
- 6. \_\_\_\_\_
- 7. \_\_\_\_\_

More: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Would you like a specific Song to be introduced to: \_\_\_\_\_

The following is a list of items that may take place at your reception. Please mark the order you would like them to transpire.

- Dinner/Buffet
  - Toast to the Bride/Groom
  - Dollar Dance
  - Other: \_\_\_\_\_
  - Cake Cutting Song \_\_\_\_\_
  - Bouquet Toss Song \_\_\_\_\_
  - Garter Toss Song \_\_\_\_\_
- \_\_\_\_\_

Bride & Groom First Dance: \_\_\_\_\_

\_\_\_\_\_

Father & Bride Dance: \_\_\_\_\_

\_\_\_\_\_

Mother & Groom Dance: \_\_\_\_\_

\_\_\_\_\_

Parents Dance: \_\_\_\_\_

\_\_\_\_\_

- Parent's Names: \_\_\_\_\_ (Bride's Father)
- \_\_\_\_\_ (Bride's Mother)
- \_\_\_\_\_ (Groom's Father)
- \_\_\_\_\_ (Groom's Mother)

Wedding Party Dance: \_\_\_\_\_  
\_\_\_\_\_

### Music Choices

The DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections. Please select the music styles you would like to have at your reception.

- |  |                                      |   |                                      |                               |
|--|--------------------------------------|---|--------------------------------------|-------------------------------|
| <input type="checkbox"/> Total Variety | <input type="checkbox"/> R&B         | <input type="checkbox"/> Country Oldies | <input type="checkbox"/> New Country |                               |
| <input type="checkbox"/> Top 40's      | <input type="checkbox"/> Alternative | <input type="checkbox"/> Polka          | <input type="checkbox"/> Waltz       |                               |
| <input type="checkbox"/> 90's          | <input type="checkbox"/> 80's        | <input type="checkbox"/> 70's           | <input type="checkbox"/> 60's        | <input type="checkbox"/> 50's |

If there are any specific songs you would like played during your reception please list them below.

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If there are any specific songs you would like NOT played during your reception please list them below.

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### Group Dances/Ice Breakers

Your DJ has been trained to help your guests have fun and become part of your celebration through the use of Group Dances and Ice Breakers. Please mark any Dances you would like played at your event.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Twist          | <input type="checkbox"/> Limbo         | <input type="checkbox"/> Shout           |
| <input type="checkbox"/> Snowball Dance | <input type="checkbox"/> Conga Line    | <input type="checkbox"/> Cupid Shuffle   |
| <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Cotton Eyed Joe |

Other Dances you may have seen or know that are not listed above:

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## Extra Information

In order for the DJ to help run your event as smoothly as possible, please fill out the following.

Hall Manager's Name: \_\_\_\_\_

Videographer's Name: \_\_\_\_\_

Photographer's Name: \_\_\_\_\_

Caterer's Name: \_\_\_\_\_

Are there any special Situations the DJ may need to know (i.e. divorce, step parents, handicaps, etc.):

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