



Disc Jockey Service

(757) 356-1166

Toll Free (800) 680-8586

RECEPTION AGENDA

GENERAL INFORMATION

Customer Name _____ Contact Name _____

Contract Date _____ Time _____

Event Location _____ Phone _____

Name & phone number(s) where your DJ can reach you the week of the event:

Best times to reach you at the phone number(s) above:

Does this location have free parking for your DJ and easy access to the loading area? _____

Will the DJ's equipment be outdoors? ____ Yes ____ No
(If yes, equipment must be protected from sun, rain, etc)

What time are guests expected to arrive in the room where the DJ will be set up? _____ AM / PM

(This should be the same time as contract start time. We arrive 45 minutes to an hour prior to contract start time.)

How many guests are expected to attend? _____

Age groups of guests: _____ % 17 & under
_____ % Between 18-25
_____ % Between 26-35
_____ % Between 36-45
_____ % Between 46-60
_____ % Over 60

YOUR DISC JOCKEY

What Should Be the Attire of Your DJ? ____ Tuxedo ____ Suit/Shirt & Tie ____ Casual

____ **Low Key:** DJ is to remain in the background and let the music play the majority 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.

____ **High Profile:** DJ should 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, motivate dancing however necessary. This personality works best when customer allows DJ to use his expertise in music selection and activities to get guests involved.

THE MUSIC PROGRAM

MUSIC BEFORE MAIN DANCE PROGRAM OR DURING MEAL (if applicable):

____ % **Classical** (Bach, Beethoven, Tchaikovsky, Chopin, Mozart, etc.)

____ % **Big Band/Standards** (Hits from 40's, Frank Sinatra, Johnny Mathis, Tony Bennett, etc.)

____ % **Contemporary Jazz/New Age** (Kenny G, David Sanborn, Wynton Marsalis, Enya etc.)

____ % **Contemporary Ballads** (Michael Bolton, Chicago, Anita Baker, Sade, Sting etc.)

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, Tommy Dorsey, 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, 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 Rock** (Eagles, Doobie Brothers, Bachman Turner Overdrive, Elton John, Bob Seger, etc.)

____ % **Disco** (Bee Gees, Earth Wind & Fire, Donna Summer, Commodores, KC & Sunshine Band, etc.)

____ % **80's Pop/Dance** (M Jackson, Madonna, Bruce Springsteen, B-52s, Billy Joel, Robert Palmer, etc.)

____ % **90's Pop/Dance** (Janet Jackson, Gloria Estefan, C&C Music Factory, Technotronic, etc.)

____ % **Country** (G. Brooks, S. Twain, A. Jackson, etc.) ____ **Classic Country** (R. Travis, K. Rogers, J. Cash, P. Cline etc.)

____ % **Alternative/Progressive/Hard Rock** (Sugar Ray, R.E.M., Wallflowers, Green Day, Offspring, Kid Rock etc.)

____ % **R & B** (Salt N Pepa, Real McCoy, La Bouche, Will Smith, TLC, etc.)

100% TOTAL

WEDDING INFORMATION

Bride's Name: _____ **Groom's Name:** _____

The following are traditional wedding events. Write the order or time when you want the event to occur. If the event will not take place, write "NO". If you are undecided about any events when this is due (6 weeks prior to wedding unless otherwise arranged), leave blank and return to us anyway.

ORDER

_____ **Cocktail hour:** Will we be providing music? _____ Will this be in the same room as meal? _____

_____ **Introduction of Bridal party and/or Bride & Groom** (please **print** below with phonetic spellings)

_____ **Receiving Line**

_____ **Blessing given by:** _____

_____ **Meal:** ___ Buffet ___ Seated Meal ___ Other

_____ **Toast to be given by:** _____ (Make sure champagne is served prior to toast)

_____ **First Dance (Song & Artist):** _____

___ Bride & Groom for entire song ___ Bride & Groom, Bridal party midway through song ___ Bride & Groom, guests midway

_____ **Second Dance (Song & Artist):** _____

___ Bride-Father entire song ___ Bride-Father; then wedding party midway ___ Bride-Father; then Groom-Mother midway

___ Wedding Party, then all guests midway ___ Open dance floor to all guests

_____ **Third Dance (Song & Artist):** _____

___ Open dance floor to all guests ___ Groom-Mother entire song ___ Wedding party, then all guests midway

_____ **Cake Cutting** _____ **Toast to be given by:** _____ (Make sure champagne is served prior to toast)

_____ **Bouquet Toss** _____ **Garter Removal-Toss** ("The Stripper" is usually played) _____ **Garter Replacement**

BRIDAL PARTY: Instruct those who will be announced to gather outside reception facility and await introduction.

Parents of Bride: _____

Parents of Groom: _____

Bridesmaids

Groomsmen

Flower Girl _____

Ring Bearer _____

Maid of Honor/Best Man: _____

Bride & Groom (to be announced as follows): _____

PLEASE CHECK ONE OF THE FOLLOWING:

_____ DJ should assume complete control of organizing reception and take charge of coordinating/announcing all events.

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

_____ DJ will not announce the events. Customer or reception location will provide someone to make announcements.

SUGGESTIONS FOR YOUR ENTERTAINMENT - PLEASE READ!

The key to a successful wedding is flexibility! Be specific and keep your guests in mind! Avoid vague words such as "good" and "fun". What is "fun" to you, may be "tacky" to others, and what you may think is "good", others may think is terrible. If the event planner is not filled completely six weeks prior to your event, return it anyway and leave those areas blank! Your DJ will call you the week of your wedding to discuss the details with you.

Arrival Time: We arrive about 45 minutes to 1½ hours prior to the contract start time.

The Music Program: We strongly recommend a mix of all categories in order to appeal to all age groups. If there are specific songs or categories that you do not want played, be sure to specifically tell your DJ how to handle those songs if they are requested. Common mistake: "I don't like..., so don't play any..." your guests may like it! Generally, you will remember about 5% of the music that is played. If you are listening for every song to get played, you are probably not enjoying yourself. On average, we can play 15 songs per hour. We can play any songs you wish to provide on CD. Please notify your DJ who he should return your music to at the end of the event. We cannot be responsible for any items left at the location after the end of an event.

Wedding Party Announcement: If you would like us to introduce the wedding party, be sure to write down exactly how you want the DJ to announce them. The DJ will line you up outside the main area, then announce the Wedding Party. Immediately after announcing Wedding Party, it is common for the DJ to do one of two things: 1) Announce Bride and Groom's first dance, or 2) Announce the meal including the blessing and/or toast.

First Dance: Traditionally it is only for the Bride and Groom. If the song lasts more than 3 minutes, it is typical to ask the bridal party to join in halfway through song. Some couples choose to have their first dance after the meal so there is a smooth transition into the dance program. Look on our music list for suggestions of which song to pick.

Second Dance/Third Dance/Open Dancing: If you are having your first dance before the meal, it is a good idea to have some type of formal dance after the meal so that there is a smooth transition into open dancing. If you are not going to open the dancing to all guests with the second dance, then it is a good idea to open the dance floor to your guests for the third dance. When you do this, we always get the best response from a slow song. You are more than welcome to do more than 3 dances, but once you start formal dances, you want to open the dance floor to guests as soon as possible. If this is a father/daughter dance, look on our music list for suggestions of which song to pick.

Toast: The Best Man usually proposes a toast to the Bride and Groom, however, anybody can do it. Whoever may be giving the toast may use our microphone. This is usually done before the main meal or with the cake cutting.

Cake Cutting: Usually done an hour after dinner or toward the end of the reception. Music is either played softly in the background or not played at all.

Important!!!! Guests tend to leave after the cake cutting ceremony, so you may not want to do this too early.

Bouquet Toss and Garter Removal/Replacement: Usually done after the cake cutting (as cake is served to guests). The bride will throw the bouquet to all the single ladies, then the groom removes the garter from the bride and throws it to all the single gentlemen. Then, the lady who caught the bouquet has the garter placed on her leg by the gentleman who caught the garter.

Special Requests: If you have any special requests, dedications, or other changes or additions to the agenda, please note them on the back of this reception planner so that we may review your requests. Be sure to discuss these additional changes with your Disc Jockey/Master of Ceremonies so that he can make sure everything is taken care of in advance. **– Thank You!**