

BRIDE'S FIRST AND LAST NAME _____ **AGE** _____

GROOM'S FIRST AND LAST NAME _____ **AGE** _____

1. Date & Time Information of Reception: _____

<i>Guest arrival time to reception</i>		<i>Approximate arrival time of Bride & Groom</i>	
<i>Disc Jockey start time</i>		<i>Disc Jockey finish time</i>	

2. Reception Location Information

<i>Reception Facility</i>		<i>Room Name</i>	
<i>Address of Reception</i>			
<i>Number of Guests Invited (approx.)</i>		<i>Age Range of Guests</i>	_____ to _____
<i>Indoor Reception?</i>	___ Yes ___ No	<i>Table Skirt provided?</i>	___ Yes ___ No
<i>Facility Contact Person</i>		<i>Facility Phone #</i>	
<i>Where is the room located at the facility?</i>	___ Main floor ___ Upstairs ___ Downstairs		
<i>What time can we get into the facility for set up?</i>			
<i>Any other helpful detail/information for Reception</i>			

3. Introduction Upon Arrival (List names below where appropriate) 1 of 2

<i>Would you like a grand introduction upon arrival?</i>	___ Yes ___ No
<i>Will the wedding party be included?</i>	___ Yes ___ No
<i>Will the parents be included?</i>	___ Yes ___ No
<i>Will the Disc Jockey introduce you?</i> »» if "no", who will? _____	___ Yes ___ No
<i>Type of Introduction</i>	___ Reserved ___ High Energy
<i>Do you have a preference on introduction music or genre ideas?</i>	

3. (continued) 2 of 2			
<i>Flower Girl(s)</i>		<i>Ring Bearer(s)</i>	
<i>Miniature Bride</i>		<i>Miniature Groom</i>	
<i>Usher(s)</i>		<i>Notes:</i>	
<i>Maid/Matron of Honor</i>		<i>Best Man</i>	
<i>Bridesmaids</i>		<i>Groomsmen</i>	
<i>Bride's Parents</i>		<i>Groom's Parents</i>	
<i>Bride</i>		<i>Groom</i>	
<i>Notes</i>			
<i>Mistress of Ceremony (if applicable)</i>			
<i>Master of Ceremony (if applicable)</i>			

4. Cake Cutting

Would you like to cut your cake after dinner?		___ Yes ___ No
Would you like the cake cutting announced?		___ Yes ___ No
How will guests get cake?	Served	Self Service
Special song request (if applicable)		

5. Toast/Prayer

Will there be any toasts?	___ Yes ___ No	If "yes" what time around dinner?	
		___ Before	___ During ___ After
Will a refreshment be poured for the toast?	___ Yes ___ No	If "yes" for everyone or just the head table?	
		___ Everyone	___ Head Table
Will the Best Man propose a toast?	___ Yes ___ No	If "Yes" Name	
Will the Maid/Matron of Honor propose a toast?	___ Yes ___ No	If "Yes" Name	
Anyone else be proposing a toast?	___ Yes ___ No	Name(s)	
Will you have a prayer?	___ Yes ___ No	If "yes", by whom?	

6. Dinner Information

Will a meal be provided for your guests?		___ Yes ___ No
If "yes" please complete the following information		
Type of meal:		
<input type="checkbox"/> Plated & served at your table (a sit-down dinner) <input type="checkbox"/> Buffet style (Your table released to go through a buffet line, guests serve themselves) <input type="checkbox"/> Family style (Plates and/or bowls or food are brought to your table and passed around) <input type="checkbox"/> Hors D'oervres only		
If the meal is a buffet style, who will release the tables?		
___ Facility Staff ___ DJ ___ Other (please specify): _____		
What time is dinner scheduled for?		Is the Disc Jockey invited to eat & drink with you? ___ Yes ___ No

7. Bridal Dances

Please provide song suggestions below. You may also write in some extra dances you might want. Although we've listed many, we do not encourage you to choose all of them. After choosing your dances, please number them in the order you would like them played.

Order #	Type Dance	Song Title	Artist
	Bride/Groom Dance		
	Father/Daughter Dance		
	Father's Name:		
	Mother/Son		
	Mother's Name:		
	Bride/Groom/Wedding Party		
	Names:		
	Bride/Groom/Wedding Party Parents		
	Names:		
	Additional Dance		
	Names:		
	Additional Dance		
	Name(s):		

Notes:

8. Bouquet and Garter Toss

<i>Will the Bride throw a bouquet?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the Groom remove a garter?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Will the Groom throw a garter?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>Would you like the gentleman who catches the garter to place it on the leg of the lady who caught the bouquet?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>How would you like your DJ to handle this?</i>	<input type="checkbox"/> Have fun with it <input type="checkbox"/> Use discretion

9. Dollar Dance

<i>Are you having a Dollar Dance?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If "yes", who will be collecting dollars on your behalf?</i>	
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10. DJ Details

<i>May the Disc Jockey take requests from your guests</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>DJ Attire</i>	<input type="checkbox"/> Dress Slacks/Shirt <input type="checkbox"/> Casual <input type="checkbox"/> Other _____

11. Special Song Selection

<i>Are there any special songs that you'd like to dedicate to someone? (Example: Anniversary Songs, In Memory of..., A Friend's Favorite Song, etc.)</i>		
<i>Song Title</i>	<i>Artist</i>	<i>Reason for Song</i>

12. Ceremony Service Information

<i>FILL IN THIS SECTION ONLY IF IT HAS BEEN INCLUDED ON SERVICE AGREEMENT AS THIS IS A SEPARATE SERVICE FROM THE RECEPTION AND REQUIRES AN ADDITIONAL FEE (\$)</i>	
<i>Wedding Party Song</i>	
<i>Bride Song</i>	
<i>Exit Song</i>	
<i>Additional Requests</i>	

13. Bar Information

Will you be providing alcohol at your reception?		___ Yes ___ No	
If "yes" please complete the following information			
When will the bar be open? <i>(check all that apply)</i>		___ Before ___ During ___ After	
Would you like your disc jockey to announce "no drinks on dance floor"?			___ Yes ___ No
Would you like your DJ to announce "last call?"	___ Yes ___ No	If "yes", what time?	

14. Contact Information

Bride	Phone #(s)	
	Email:	
Groom	Phone #(s)	
	Email:	
Parent (name below) _____	Phone #(s)	
	Email:	
Photographer (name below) _____	Phone #(s)	
	Email:	
Videographer (name below) _____	Phone #(s)	
	Email:	
New home address <i>(if different from that on agreement)</i>		

DJ FINAL NOTE:

If you are paying the balance in full the evening of the reception, then the final payment must be either cash or Venmo. I do not accept personal checks as final payment unless sent two weeks before reception date.

THANK YOU AND I WILL SEE YOU SOON!