

DJ - Wedding Reception Planner

We, at Meek Soundz, want to make your wedding reception a complete success. You can help us by completing this form. With this information, your disc jockey will be able to conduct your custom-tailored reception in a smooth and organized manner. Please return the deposit and contract promptly. You may complete this form at a later date, but please return it to us no later than two weeks prior to your reception. **NOTE:** *This form is for information only and is not part of the contract for this engagement.*

General Information

Wedding Date: _____ **Location:** _____

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

What is the expected **attendance** at your reception? _____

What percentage of your guests will be in each of the following **age groups**?

18 or under _____ 18-29 _____ 30-45 _____ 46-65 _____ Over 65 _____

How would you like your DJ attired? Formal Semi-Formal Casual Other _____

Type of Food Service: Seated Dinner Dinner Buffet Hors D'oeuvres

Program of Music and Events

The following events are traditional at wedding receptions. They are listed in the order in which they usually take place. However, feel free to alter the order if you desire. Preceding each of the following events there is a blank. If you do not want the event to be incorporated into your reception, write "NO" in the blank. If you do, we will use this space later for filling out estimated times.

_____ **Ceremony Starting Time** Are we providing the Ceremony Music? Yes No Where? _____

_____ **Reception Starting Time** (**Note:** *The reception should not start before our start time!*)

Would you like your disc jockey to announce the wedding party? Yes No

Please include phonetic spellings for any difficult names. If your list does not fit, please provide a separate typed list.

Flower Girl: _____	Ring Bearer: _____
1 st Bridesmaid: _____	1 st Groomsman: _____
2 nd Bridesmaid: _____	2 nd Groomsman: _____
3 rd Bridesmaid: _____	3 rd Groomsman: _____
4 th Bridesmaid: _____	4 th Groomsman: _____
5 th Bridesmaid: _____	5 th Groomsman: _____
6 th Bridesmaid: _____	6 th Groomsman: _____
Maid / Matron of Honor _____	Best Man: _____

Announce Bride and Groom as: _____

(*Note: How would you prefer to be announced? Mr. and Mrs.? First Names?, etc.*)

Traditional Dances

_____ **First Dance:** _____

_____ **Father / Daughter Dance:** _____

_____ **Mother / Son Dance:** _____

_____ **Wedding Party Dance:** _____

Types of Music: (circle as many as apply) -remember your disc jockey can take requests at the reception.

Reggae / Reggaeton	90's Dance	Top 40 Dance Mix	Salsa / Merengue
50's Oldies	Steppin	Techno / House / Club Mix	Adult Contemporary
60's Motown	Gospel / Christian	Rap/ Hip Hop/ Bass	Jazz
70's Disco & Funk	Classic Rock	Alternative/Progressive	Classical
80's Recurrent	Country	Soul R&B	Other _____

Traditional Events

_____ **Toasts:** Traditionally, the Best Man gives the first toast the Bride and Groom.
 If this is the case, what is the Best Man's name? _____
 Will there be other toasts? Yes No Possibly
 Will champagne be made available to **all** the guests? Yes No B&G Only
 If so, how will it be served? Wait staff Self Serve

_____ **Cake Cutting:** How will the cake be distributed? Wait staff Self Serve

_____ **Bouquet Toss:**

_____ **Garter Toss:** Should the man who catches the garter place on the leg of the woman who caught the bouquet? Yes No DJ Discretion

_____ **Last Dance:** _____

_____ **Contracted End Time for Disc Jockey (Overtime is generally available – see contract for pricing)**

Interactive Specialties

Shout	Party Train	Chicken Dance	Hokey Pokey	Anniversary Dance	
Electric Slide	Cha Cha Slide	YMCA	Macarena	Conga Line	Dollar Dance

Would you prefer your disc jockey to be more: Reserved Involved Outgoing Very Outgoing

Directions to reception location (please include address, specific room, phone number, and contact name):

Special Notes to the Disc Jockey: (If there are other songs, list here, or email list to lmeeky@eznetinc.com)