

Client: first name last name

Event Date: 8/30/2017

Wedding Reception Form

Instructions

Thank you for choosing the professionals at DJ XTC Entertainment Service to entertain at your wedding! We pay close attention to detail and present you with our customized wedding planning form. There's a lot to take in on this form and we don't expect every couple to fill out every little question, although if you'd like to - feel free!

When you meet with your DJ before your reception we'll use this information to find out exactly what you're looking for on your big day! As always, if you have any questions or need any help feel free to contact us!

Client Details

Function Date

Name

Name

Father

Mother

Father

Mother

Step Parent (if applicable)

Step Parent (if applicable)

Maid/Matron of Honour

Best Man

Guest Arrival Time

Estimated Number of Guests

Bridal Party Arrival Time

Please List Any Sensitive Subjects or Situations
--

Master of Ceremonies

Microphone Required For Toasts

Theme

Colours

Rewind: How You Met

We like to get to know our clients and the unique moments in their relationships that led up to their big day! Feel free to share at your discretion!

How Long Have You Known Each Other?

Where Did You Meet?

How Long Have You Been Engaged?

Other Wedding Professionals

Wedding Planner/Coordinator

Caterer

Photographer

How Late Is The Photographer Scheduled?

Videographer

Florist

Additional Notes

Ceremony

Time

Place

Prelude Music Preferences

What song with your wedding party be walking down the aisle to?

What song will you be walking down the aisle to?

Interlude: What (2) songs would you like played while you sign the license?

Recessional

The Reception Begins! Cocktail Music
If your wedding package includes cocktail music, feel free to customize the music to reflect your tastes!
Cocktail Hour Time:
Will We Be Providing Cocktail Music For Your Reception?
Is The Cocktail Hour In The Same Room As The Main Reception?
If Not, What Room Is It In?
What Type Of Music Would You Like Played During Cocktail Hour?
Additional Notes
Second (2nd) Music System Required?

Note: Please list whether or not your "of honour" is a maid or matron. Maid of Honour = Not Married. Maid of Honour = Married.

Wedding Couple's Introduction Song

Announce Couple As

Additional Notes

Will Grand Entrance Be Done by Dinner MC?

The Dinner

How Will Dinner Be Served?

Will We Be Providing Dinner Music For Your Reception?

What Type Of Music Would You Like Played During Dinner?

Who Will Be Toasting The Couple?

Toast 1	Toast 2	Toast 3	Toast 4

Will Wine be served at tables, if so what time?

Will There Be A Blessing?

If Yes, Who Will Be Providing The Blessing?

Will A Meal Be Provided For The DJ(s)?

Additional Notes

Dinner Scheduled Start Time

Housekeeping

Will There Be A Kissing Game?

What are the Kissing Game particulars?

Will You Be Giving Away Your Centrepieces?

Do You Wish the DJ to Coordinate the Centrepiece Giveaway?

Will There Be Disposable Cameras on the Tables?

Would You Like the DJ to Collect the Disposable Cameras For You?

Additional Notes

The Cake Cutting

Would You Like the DJ to Announce Your Cake Cutting?

If Yes, When?

Cake Cutting Song

It It A Real Cake?

The First Dances

The 1st Dance. For many couples the first dance is as significant a moment as the first kiss. There's no right or wrong way to do it! Some couples choose to dance immediately after the Grand Entrance which makes for a great photo opportunity as your wedding party surrounds you on the dance floor, some choose to dance after dinner which is more traditional. Feel free to ask your DJ about the pros and cons!

When Will You Be Dancing Your 1st Dance?

1st Dance Song

Additional Notes

Do You Wish the Wedding Couple ONLY on This Dance?

If not, Do You Wish the Wedding Party to Join Half-way Through?

Will the Wedding Party Be Dancing As Well?

Wedding Party Dance Selection

Would You Prefer to Do This Dance Later In The Evening?

Father/Daughter & Mother/Son Dances

Father/Daughter & Mother/Son Dances can be together or can be separate.

Would You Like The Parents Dances Together or Separate? (Separate Is The Most Common)

Father & Daughter Dance

Father & Daughter Dance Song

Mother & Son Dance

Mother & Son Dance Song

Additional Notes

The Other Dances

The following are some other popular dances at wedding receptions!

Do You Have Any Special or Ethnic Music Requirements For Some of Your Guests?

Type of Music:

Will You or Any of Your Guests Provide Any of This Music?

Additional Notes or Other Dances Requested

The Garter & Bouquet Ceremony

For some newlyweds and guests at weddings this time honored tradition is the "main event" while others opt out. There are several ways to incorporate, or skip, the garter & bouquet ceremony.

Garter & Bouquet Ceremony Options

What Time Will These Activities Happen?

Bouquet Toss Song

Garter Toss Song

Will There Be A Removal of the Garter ?

Garter Removal Song

Garter Catcher/Bouquet Catcher Ceremony Song

Additional Notes

Would You Like the DJ to Coordinate These Activities?

The Optional Group Dances
Whether you love them or hate them, consider them fun, cheesy or cringe-worthy, the choice is yours! Here are some of the most popular options for you to choose from!
Cha Cha Slide
Chicken Dance
Strokin'
Mony Mony
Electric Slide
Hokey Pokey
Macarena
Polkas
Swing Dances
YMCA
Additional Notes

Your Guests
Number of Guests Attending
An Age Matrix helps your DJ program music for your reception. Please take a moment to consider approximately how many of your guests will fall into each age group.
Children
Teens
20's
30's
40's
50's
60+

Music Survey
How Do You Feel About Current Top 40? (Rihanna, Pitbull, LMFAO, Flo Rida, Katy Perry, Black Eyed Peas, Etc)
This helps us get a feel for your personal tastes in music. We'll use it to help prep music in addition to your must play and do not play lists.
How Do You Feel About Current Rap & Hip-Hop? (Lil Wayne, Big Sean, Drake, Kanye West, Rick Ross, Etc)
How Do You Feel About Classic 90's Party Music? (C&C Music Factory, B52's, Snap, Backstreet Boys, Sir Mix A Lot, Etc)
How Do You Feel About Classic 80's Party Music? (Bon Jovi, Journey, Young MC, Michael Jackson, Etc)
How Do You Feel About Classic Oldies?
How Do You Feel About Country Music?
Are There Any Song Selections You DO NOT WANT Played?
What Are Your DO NOT PLAY Songs?
If Any of Your DO NOT PLAY Songs Are Requested, Should Your DJ Play Them?
Other Songs Requested
We are delighted to take music requests at the function. Our policy on such requests are to try and play as many of them as possible provided such requests are danceable, popular, recognizable and appropriate for the guests at any function. Requests for music that is offensive to any guest, race, creed, religion or otherwise will NOT be played. The DJ reserves the right to disregard any request that does not meet this policy, or any selection that cannot be programmed properly into the music presentation of the evening regardless of who the requestor is. We will provide you with a separate form that you and your guests can use to request songs that you would like played throughout the evening. We will give your music requests priority wherever possible during the function.

The Last Dance
Are You Leaving Before The Last Dance
If So, At What Time?
If You're Leaving Before The Last Dance, Would You Like Your Exit To Be Announced?
<i>While leaving before the last dance was popular in the 80's and 90's it has recently fallen out of favor. 99% of our clients stay at the reception until the end.</i>
Scheduled Last Dance Time
Last Dance Song
Exit Format
Is There a Limousine Picking You Up After Your Last Dance?
Additional Notes

Other Information
The DJ will be prepared to handle any special announcements that may be required during the evening. If there are any special guests from out-of-town, anniversaries or birthdays you wish announced during the function, please specify.
We Would Like This Special Announcement Made
Please List Any Additional Information or Comments Here