



James McConnell, DJ & Owner (H) 540-869-5088 (C) 724-355-4316 mcconnell630@yahoo.com

Wedding Reception Information

Wedding of _____ & _____
(Bride) (Groom)

Date of the event _____
(Month) (Day) (Year)

Location of the reception _____

Phone number of the location (_____) _____ - _____

Contacts name at the location _____

Caterer's name and phone number _____
(_____) _____ - _____

Reception planner (bride, groom, parent, friend, etc.)

- Name: _____
- Address: _____
- Phone number (_____) _____ - _____ (_____) _____ - _____
(Home) (Work)

Number of guests: _____ Age range of guests: From _____ to _____ yrs.

Time you want DJ to start and end the music:

- Start at: _____ End at: _____

IMPORTANT: Please check with your caterer/facility manager about going overtime.

DJ setup time: 1 hour - Breakdown: 45 minutes

Reception Format

1. Will there be a cocktail hour preceding your arrival? Yes _____ No _____
 - If yes, what time will it start and approximate time it will end?
Start _____ End _____

2. Do you want me to introduce the bride & groom and wedding party as you enter the reception? Yes _____ No _____
 - If yes, please fill out the last page of this guide
 - What style of background music would you like played for the introductions?
Classical _____ Lite Jazz _____ Easy Listening _____ Country _____
Novelty _____ Other _____ Please specify: _____

3. Will there be a receiving line? Yes _____ No _____

4. Will you be serving: Heavy hors d'oeuvres: _____ Buffet: _____ Sit-down dinner: _____

5. Will there be a blessing? Yes _____ No _____ If yes, by whom? _____

6. Do you want your "First Dance" immediately after dinner?
Yes _____ No _____ If no, specify when: _____

7. Will a toast be made? Yes _____ No _____

8. Who will make the toast? Best Man _____ Maid of Honor _____ Parents _____
Other _____ Please specify: _____

9. Do you want the "Cake Cutting" about 45 minutes after dinner?
Yes _____ No _____ If no, specify when: _____

10. Will you have the traditional "Bouquet Toss"?
Yes _____ No _____ If yes, specify when: _____

11. Will you have the "Garter Removal and Toss"?

Yes _____ No _____ If yes, do you want the "Stripper" played?

Yes _____ No _____ or another song? _____ Specify title: _____

12. Do you want me to announce that only ladies and gentlemen over the age of 18 years may come out to catch the bouquet or garter? Yes _____ No _____

13. Do you want the "Garter Catcher" to put it on the "Bouquet Catcher? Yes _____ No _____

14. Do you want the "Garter Catcher" to dance with the "Bouquet Catcher? Yes _____ No _____

15. Will these events come about 1/2 hour before the end of the reception?

Yes _____ No _____ If no, specify when: _____

16. Do you wish the bride and groom's departure announced? Yes _____ No _____

Approximate Reception Timeline

(note that the following events are merely suggestions)

Time

Event

Guest Arrival
Begin cocktail hour
End cocktails
Introduce bride & groom
Blessing
Start food
1st dance, etc.
Guests dance
Toast
Cake cutting
Bouquet toss
Garter toss
Bride & groom departure
Reception ends

Music and Specialty Dance Selections for Your Reception

17. What song would you like played for your "First Dance"?

Title: _____ Artist: _____

18. Would you like the bride and the groom to dance the "First Dance" by themselves?

Yes _____ No _____

19. Would you like a separate "Father-Daughter" dance?

Yes _____ No _____ If yes, title: _____ artist: _____

20. Would you like a separate "Mother-Son" dance?

Yes _____ No _____ If yes, title: _____ artist: _____

21. Would you like a dance combining:

Wedding Party _____ Parents _____ Immediate Family _____ Other(specify) _____

If yes, title: _____ artist: _____

22. What style of background music would you like during dinner?

(You may check all that you and your guests would like to hear.)

Oldies _____ Adult Contemporary _____ Lite Jazz _____ Instrumental _____

Easy listening _____ Classical _____ Country _____ Show tunes _____ Other: _____

23. What styles of music would you like for dancing?

(Please check all that you would like)

Wide Variety _____ Top 40 _____ Club/House _____ Rock _____ Disco _____ Oldies _____

Motown _____ Country _____ R&B _____ Big Band _____ 60's-70's _____ 80's _____ 90's _____

Soul _____ Alternative (Danceable) _____ Other (Specify): _____

24. Specialty dances: (Please check all that you would like.)

Electric Slide _____ Cha Cha Slide _____ Macarena _____ Chicken Dance _____ YMCA _____

Anniversary dance _____ Hokey Pokey _____ Conga Line _____ Dollar Dance _____

Others (please specify): _____

General, but Important Information

26. Are there songs or styles of music you don't want played?

Yes _____ No _____ If yes, please specify: _____

27. Will your guests be allowed to make music requests?

Yes _____ No _____

28. What type of DJ personality would you like?

Highly Personable _____ Moderate and Friendly _____ Quiet _____

29. What attire would you like the DJ to wear?

Tuxedo _____ Suit _____ Other _____

30. Will food be provided for the DJ?

Yes _____ No _____

31. Have you inquired about "overtime" with contracted service providers?

Yes _____ No _____

32. Are there going to be other special announcements you would like the DJ to make (i.e. disposable cameras, centerpieces, birthdays, anniversaries, out of town guests, etc...)?

Yes _____ No _____ If yes, please describe: _____

33. Your official photographer's name: _____

34. Your official photographer's contracted hours:

From: _____ To: _____

General, but Important, Cont'd

35. Will there be a bar available for your guests? Yes _____ No _____

If yes, when would you like a "Last Call"? _____

36. For your "Toast" what will your guests be toasting with?

Champagne _____ Sparkling Cider _____ What they are already drinking _____ Other _____

37. Will there be a welcoming given by someone right after the introduction? Yes _____ No _____

If yes, by who? _____

38. Will you or someone else thank the guests for coming to your reception? Yes _____ No _____

If yes, who will give it? Bride _____ Groom _____ Parent _____ Other _____

If yes, what time would you like it to happen? _____

39. Will you be having a head table for you and your wedding party? Yes _____ No _____

40. Please, if you have one, attach a floor plan of your reception room to show how it will be set up. This includes guest tables, head table, dance floor, buffet location, cake location, and where the DJ table will be. Remember, I will need one six foot table to accommodate my electronics and music.

Order of Introductions

Non wedding party participants and relationship to be recognized:

Mother of the groom: _____ Father: _____

Mother of the bride: _____ Father: _____

Flower girl: _____ Ring bearer: _____

Attendants:

(F) _____ (M) _____

(F) _____ (M) _____

(F) _____ (M) _____

(F) _____ (M) _____

(F) _____ (M) _____

(F) _____ (M) _____

Maid/Matron
of
Honor _____ Best
Man _____

Relationship _____

Bride and Groom

EXACT WAY bride and groom wish to have their names announced:
