

# SOUND PRODUCTIONS

## Mobile DJ Service

### RECEPTION PLANNING GUIDE

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Reception Date \_\_\_\_\_ Location \_\_\_\_\_

#### EVENT INFORMATION

- 1) Tuxedo attire will be worn unless specified.  
 Semi-Formal (Shirt & Tie)       Business Casual (Khaki Pants & Polo Shirt)
- 2) DJ will be located (check all that apply)    Indoors    Outdoors    Upstairs    Downstairs    On Stage
- 3) What time are **guests** expected to arrive at the reception? \_\_\_\_\_
- 4) What time do **you** expect to arrive at the reception? \_\_\_\_\_
- 5) Are you having **cocktails** and/or **hors d'oeuvres**?    Yes    No   Start time \_\_\_\_\_
- 6) Are you having **dinner**?    Yes    No   Start time \_\_\_\_\_    Buffet    Sit Down
- 7) How many guests are expected to attend? \_\_\_\_\_
- 8) Will dinner be provided for the DJ and MC?    Yes    No
- 9) Will soft drinks be provided for the DJ and MC?    Yes    No

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#### COCKTAIL/DINNER MUSIC

*Please indicate the type of music you would like played during the **cocktail/dinner** hours.*

Place **C** for Cocktail and/or **D** for Dinner.

_____ Big Band	_____ Jazz
_____ Classical	_____ Variety
_____ Light Rock	_____ Other _____

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#### DANCE MUSIC

- |  |   |
|--|---|
| <input type="checkbox"/> '80s Retro/New Wave | <input type="checkbox"/> '80s Rock          |
| <input type="checkbox"/> Big Band/Swing      | <input type="checkbox"/> Disco              |
| <input type="checkbox"/> Classic Rock        | <input type="checkbox"/> Motown             |
| <input type="checkbox"/> Current Top 40      | <input type="checkbox"/> Oldies/Rock & Roll |
| <input type="checkbox"/> Country             | <input type="checkbox"/> Polka              |
|  | <input type="checkbox"/> Other _____        |

- 1) Would you like us to take requests from your guests?    Yes    No
- 2) If a song from a music category listed above is requested by a guest, however it is not checked, may we play it?    Yes    No

# BRIDAL PARTY INTRODUCTIONS

*Please write ALL names phonetically (as they sound) so the MC can properly pronounce them.*

*For example, Janna Baron pronounced Yah-nuh Ba-rōn.*

Ushers \_\_\_\_\_  
\_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Bride's Parents \_\_\_\_\_

(or)

Mother \_\_\_\_\_ Escorted by \_\_\_\_\_

Father \_\_\_\_\_ Escorting \_\_\_\_\_

Groom's Parents \_\_\_\_\_

(or)

Mother \_\_\_\_\_ Escorted by \_\_\_\_\_

Father \_\_\_\_\_ Escorting \_\_\_\_\_

Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maid (single)     Matron (married)

of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bride & Groom \_\_\_\_\_

*Please indicate how you would like to be introduced.  
For example, Mr. & Mrs. John Smith, John & Sally Smith, etc.*

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## CONTACT INFORMATION OF OTHER WEDDING VENDORS

Reception Venue Contact \_\_\_\_\_  
Name Phone

Caterer (If different from Reception Venue Contact) \_\_\_\_\_  
Name Phone

Photographer \_\_\_\_\_  
Name Phone

Videographer \_\_\_\_\_  
Name Phone

# SPECIALTY MUSIC

## ***Bridal Party Introduction Music***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

## ***Father/Bride Dance***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

## ***Parent's Dance***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

## ***Bride & Groom's First Dance***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

## ***Mother/Groom Dance***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

## ***Bridal Party Dance***

Song Title \_\_\_\_\_

Artist \_\_\_\_\_

# RECEPTION SCHEDULE

*Please number in the order you would like each event to take place.*

*Write N/A where Not Applicable.*

\_\_\_ **Bridal Party Introductions**

Upon Arrival  Before Dinner

\_\_\_ **Toast**  Before  During  After Dinner

Given by \_\_\_\_\_

2nd Toast given by \_\_\_\_\_

\_\_\_ **Prayer**

Given by \_\_\_\_\_

\_\_\_ **Dinner**

\_\_\_ **Cake Cutting**

Will the Cake Cutting be immediately followed by the First Dance?  Yes  No

\_\_\_ **"Love Story" Photo Montage**

\_\_\_ **Bride & Groom's First Dance**

Would you like the Bridal Party to join in midway through the First Dance?  Yes  No

\_\_\_ **Father/Bride Dance**

Would you like all Fathers and Daughters to join in midway through the Father/Bride Dance?  Yes  No

\_\_\_ **Mother/Groom Dance**

Would you like all Mothers and Sons to join in midway through the Mother/Groom Dance?  Yes  No

Would you like to combine the Father/Bride and Mother/Groom dances?  Yes  No

\_\_\_ **Parent's Dance**

\_\_\_ **Bridal Party Dance**

\_\_\_ **Bouquet Toss**

\_\_\_ **Garter Removal & Toss**

\_\_\_ **Dollar Dance**

\_\_\_ **Open Dance**

\_\_\_ **Anniversary Dance**

# REQUESTS

Please list any requests you would like played in the area below. We cannot guarantee that every song requested will be played, though we will do our best to play the majority of them. Indicate your "MUST PLAY" requests with a star (\*) for maximum priority.

**TITLE**

**ARTIST**

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# DO NOT PLAY

Please indicate below any songs that you prefer NOT to be played at your reception. These songs will only be played if requested by a guest. Indicate your "MUST NOT PLAY" (even if requested) selections with a star (\*).

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