



DJHOTLINE
"Entertainment Professionals"

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WEDDING RECEPTION PLANNER

BASIC INFORMATION

Date Of Function: _____

Name Of Bride: _____ Name Of Groom: _____

Brides Phone Number _____ Grooms Phone Number _____

Emergency Contact number or cell phone: _____

CONFIRMATION OF RECEPTION LOCATION:

Location: _____

Address: _____

Room Name _____

Name of Reception Facility Contact Person: _____

Phone Number of Contact _____ Fax Number _____

As every DJ has different set ups and require different amount of times for set up, the actual setup time can not always be determined ahead of time.

Please indicate an approx time that would be the best for your DJ to set-up: _____

We cannot always guarantee that your DJ will be there at this particular time but we will guarantee that your DJ will be set up and ready to go before the start-time indicated on the contract.

DJ To Set-up: ON STAGE _____ ON PLATFORM/RISER _____ FLOOR _____

****Please ensure that your DJ has at least one 8-foot banquet table available for use –preferably skirted****

EQUIPMENT

Please Note. Our equipment is set-up solely for the purpose of DJ'ing. We do not come equipped for instruments, vocalists, comedians, power point presentations etc. We also do not carry cassette decks unless requested. If you require additional set-up, please notify the office at least 2 weeks prior to your function.

An additional charge may apply.

CEREMONY **(Please complete only if you have booked in advance to have music at your ceremony)**

Time of Guests Arrival: _____

Actual Time of Ceremony: _____

What song or piece of music do you wish for the following:

Processional: _____

Signing of the Register: _____

Recessional: _____

COCKTAILS & DINNER (Please complete any pertinent information)

Do you request that background music be played during the cocktail & dinner hour? _____

What time have you scheduled the Cocktail Hour to Start? _____

Do you have a Master of Ceremonies? ____ YES ____ NO If So, Who? _____

Do you wish to have the DJ or MC to announce Bridal Party into the reception? ____ MC ____ DJ

At approx what time will the Bridal Party arrive? _____

PLEASE NOTE: If the DJ is announcing bridal party please attach a list of their names, in order of entrance along with the pronunciation of any awkward names

Do you have a specific Entrance Song that you would like the DJ to play for your entrance into the hall?

DINNER

What time have you scheduled Dinner to be Served? _____

Do you wish the DJ to announce the tables eating order? ____ YES ____ NO

If Yes, how would you like this done? _____

Will the Centrepieces on the guests tables be given away during the evening ____ YES ____ NO

If Yes, Will you require the DJ or MC to perform this duty: _____

Do you have a game or activity planned for the giveaways? ____ YES ____ NO

Details of game/activity: _____

The majority of the time a DJ is at your Venue for approx 1-2 hours before your event starts setting up equipment and performing sound checks etc. If your event is a 7hr or longer package then generally the DJ is working for at least 9 or 10 hours without a break. This is much longer than most normal workdays. Even though it is not a requirement in the contract, due to the length of time that the DJ is at your event, the gesture of a meal is greatly appreciated. If you are planning a sit down meal, Seating can be as simple as the DJ sitting up at his DJ equipment table if space prohibits a spot at a table. If you are planning a buffet, the DJ will not enter the buffet line until after the guests.

Will you provide a meal for the DJ? ____ YES ____ NO

CAKE CUTTING

What time are you having your cake-cutting? _____

Are there any Special instructions for this? _____

OTHER

Are you having a presentation line or other family tradition during the evening? ____ YES ____ NO

If Yes, at what time would you like this? _____

Are there any other duties you would like the DJ to perform? ____ YES ____ NO

If Yes, please explain _____

DANCE

As a general "rule of thumb", Your evening will start with the traditional first dance – This is usually reserved for the Bride & The Groom. The second dance is usually reserved for the Bridal Party and Parents of the Bride & The Groom The Third Dance is an invitation to everyone to join the bride & groom on the dance floor.

FIRST DANCE: _____

The First Dance is usually reserved just for the Bride & Groom, however if you would like to have additional People join in, please inform us.

People Dancing to First Dance _____

SECOND DANCE: _____

People dancing to 2nd Dance _____

THIRD DANCE: : _____

People Dancing to 3rd Dance _____

We usually suggest having the father/daughter dance approx 1 hour into the dance.

Would you like a special dance or song played for the Bride and her Father / the Groom & his Mother? ___YES ___NO

REQUESTED SONG FOR BRIDE/FATHER _____

REQUESTED SONG FOR GROOM/MOTHER (if different) _____

Are there any other special occasions ie: wedding, birthdays etc. that you would like announced during the evening?

Would you like to have a request played for the special occasion(s)? ___YES ___NO

Requested Song _____

Our suggestion for the Bouquet/Garter toss time is usually right after late lunch. After the lull in the evening that the late lunch will bring, the tossing of the bouquet and garter generally gets the party going again.

Do you wish to have the throwing of the Bouquet ___YES ___NO and/or Garter? ___YES ___NO ___BOTH

At what time during the evening would you like this? _____

Are you having a late lunch? YES NO If so, at what time will it be served: _____

Would you like to have the DJ announce that you leaving? Yes _____ No _____

Would you like a special song played for your departure? Yes _____ No _____

If Yes which one _____

Would you like the DJ to make any other announcements during the evening ie: gift opening, last call etc? ___YES ___NO

LIST OF ANNOUCEMENTS:

Please list the number of guests that fit into each of the following categories:

Under 20's _____ 20's _____ 30's _____ 40's _____ 50's _____ 60's _____ Over 60's _____

STYLE OF DJ

All of DJHOTLINE DJ's have the experience and ability to bring the party to the dance floor. They do so in their own unique style which we encourage.

What style of DJ would you prefer at your event? ie: **Reserved**- just play the music type DJ, **Semi-interactive**-make announcements, song dedications etc, **Interactive** – DJ's own style, play line dances, crowd participation dances etc.

MUSIC & REQUESTS The key to a successful event is flexibility. We strongly recommend you allow your DJ to incorporate a good mix of all categories of music throughout the evening in order to appeal to all.

If you have any comments on the musical preferences please note them below.

Is there any ethnic or regional background that may require specific music? (Italian, Portuguese, Ukrainian etc) Is so, please list titles and artists of the requested songs. You are welcome to bring your own cd's.

REQUESTS: *Our music selection is one of our top priorities and one of the best in the business. Our extensive music library covers a 60 year period of all types of music with something for everybody. Your guests are likely to include a wide range of different backgrounds, ages and musical preferences and will no doubt have some requests throughout the evening. We welcome requests from you and your guests and at the DJ's discretion will play as many requests that he/she deems suitable/appropriate for your event.*

For a successful party, music must be tailored to your group or occasion. Our DJ's pride themselves on their ability to read the crowd and keep them dancing all night long while filtering in requests that he has received from the guests or yourself throughout the evening.

If you need any help with the completion of this questionnaire, or music choices etc please call the office or check out our website at: www.djhotline.net.

Please note that the completion of this questionnaire is for informational purposes only and is not to be considered an extension of your original contract. Any additional service or time requested other than stated in the original contract must be approved by the office and additional charges may apply.

THANK YOU FOR CHOOSING DJHOTLINE, WE LOOK FORWARD TO WORKING WITH YOU!