



Professional Disc Jockey Services

Wedding Reception Planner (Page 1)

Thank You for choosing The DJ Guy disc jockey services. This wedding planner will help you choose what activities and what songs you would like at your reception. You can customize your choices in any way you choose. This will help your DJ create a fun, exciting and worry free evening for you and your guests. Please fill out the wedding planner at your leisure, but be sure to mail it back no later than 10 days prior to your wedding date, along with your final payment. Your DJ will call you the week of your wedding to go over name pronunciation, song and activity selection and any other questions or last minute changes. Be sure to use the client access area of the website to add song selections to your personalized list of music choices. A password and link will be emailed to you within 7 days of receiving your contract. If you did not receive this email, please let us know.

General Information

Did you enclose a check for payment in full? Yes No

Make checks payable to: Ed Altounian

(Full payment due within 10 days of event along with this planner)

Do you have a rehearsal dinner and if so, what day of the week will it be: _____

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

Best time to contact you: _____ Phone #: _____

Wedding Date (day of week and date): _____

Reception Location (Name of hall and address): _____

Did you contract us for any additional services? Ceremony Slideshow Up Lighting Monogram Projection Karaoke

Time of guest arrival (to ensure proper setup time): _____

Time of bridal party arrival at hall: _____

(Pictures can and usually do take more time than expected. Bridal party should wait outside the hall and send one member in to notify the DJ of their arrival. The DJ will come out and instruct the bridal party on when to enter and in line everyone up in the order on the last page of this planner.)

Estimated number of guests: _____ Average age range: _____

What are your wedding colors (main color): _____

(We can try to coordinate our apparel to match your colors if it's a color we have)

Introductions

Introductions are usually done only once during the reception, with the exception of the bride and groom, who will be mentioned a few times. Most people choose to do introductions as the bridal party arrives and makes their way to the head table. Introductions can alternately be done during the bridal party dance. Your DJ will introduce everyone up according to the list of names on the last page of this planner, starting at the bottom and working upwards.

Do you prefer to do introductions at the beginning of the night or during the bridal party dance?

Beginning of the night, when we arrive (most common) Bridal Party Dance

Do you have any specific music in mind for your grand entrance?

Suggestions (The top songs for introductions can be found on The DJ Guy website under "Music Suggestions")

Intro Song: _____

No preference



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Dinner

Dinner will be served at: _____

During dinner the bar will be: Open Closed

The cake will be cut: Before dinner After dinner

There will be a toast given by: _____

There will be a blessing given by: _____

Dinner is: Buffet Style (Guests get their own food) Plated or Family Style (Dinner is served to each table)

Do you have assigned seating for your DJ?

(Please keep in mind that your DJ will have about 8 hours into your reception with drive, set up and tear down time.)

Yes No If yes, where can this be found? _____

Do you have any preferences for dinner music?

Suggestions (a preview of each style can be found under the download section of the website)

Rat Pack style (Frank Sinatra, Dean Martin, Michael Buble, etc.)

Contemporary Jazz (Keiko Matsui, Boney James, Brian Culbertson, etc.)

Classical (Bach, Beethoven, Mozart, etc.)

No Preference

We wish to provide a CD (should be at least one hour of music)

After dinner, we would like to:

(This is your night, by all means; take as much time as you want. Your DJ will need 2-3 minutes notice before cutting the cake or starting dances)

Cut the cake

Walk around and talk to guests before starting the first dance

Start the night off with our first dance

Let the DJ know at that time based on how things are going



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DANCE INFORMATION

We will be doing the following dances: (The top songs for each dance can be found on The DJ Guy website under "[Music Suggestions](#)")

Bride and Groom's first dance: _____
(song and artist)

Bridal Party dance: _____
(song and artist)

Father / Bride dance: _____
(song and artist)

Mother / Groom dance: _____
(song and artist)

We would like to do the following activities (Some couples prefer to only do the bouquet toss, this is not uncommon)

Garter removal (usually first)

Bouquet toss

Garter toss

Garter up

(Person who caught garter puts garter on person who caught bouquet. Only done if both persons are age appropriate.)

Dollar Dance

Anniversary Dance: _____

(This is where all married couples are asked to dance and slowly eliminated from the dance floor based on how long they have been married. The couple married the longest is the last couple on the dance floor.)

Traditional favorites:

Chicken Dance

Hokey Pokey

The Train / Conga Line (choose one) Locomotion Ride Da Train Hot, Hot, Hot

Hustle (Stevie Wonder – My Eyes Don't Cry)

Cha Cha Slide

Cupid Shuffle

Please place a check next to the type of music you would like played at your reception

- | | | | | |
|----------------------------------|-----------------------------------|--------------------------------|--|------------------------------|
| <input type="checkbox"/> Motown | <input type="checkbox"/> Top 40 | <input type="checkbox"/> R & B | <input type="checkbox"/> Rap | <input type="checkbox"/> 80s |
| <input type="checkbox"/> Hip Hop | <input type="checkbox"/> Big Band | <input type="checkbox"/> Disco | <input type="checkbox"/> Electronic / Techno | <input type="checkbox"/> 90s |
| <input type="checkbox"/> Rock | <input type="checkbox"/> Country | <input type="checkbox"/> Swing | <input type="checkbox"/> 70s | <input type="checkbox"/> 00s |

If you have specific song selections, please use the online music catalog (client access version) on our website. This list is updated twice a year (Spring and Fall) and contains all of the songs we carry in our library. You can also list songs you do not want to hear as well as songs that are not in our library. You should get a password and link mailed to you within 7 days of receiving your contract. Access will be locked 4 days before your event and no more changes can be made. This gives us time to prepare for your reception.



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BRIDAL PARTY INFORMATION

When filling out the information below, please place a check in the appropriate boxes when you would like those members of the bridal party announced. Generally, each person is only announced once, either during introductions or during the dance.

Introductions	Bridal Dance	<p><u>*Please circle either maid (unmarried) or matron (married) below</u></p>	Introductions	Bridal Dance	
<input type="checkbox"/>	<input type="checkbox"/>	<u>Bride:</u>	<input type="checkbox"/>	<input type="checkbox"/>	<u>Groom:</u>
<input type="checkbox"/>	<input type="checkbox"/>	*Maid / Matron of Honor:	<input type="checkbox"/>	<input type="checkbox"/>	Best Man:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Bridesmaid:	<input type="checkbox"/>	<input type="checkbox"/>	Groomsman:
<input type="checkbox"/>	<input type="checkbox"/>	Flower Girl:	<input type="checkbox"/>	<input type="checkbox"/>	Ring Bearer:
(some parent first names are needed below to customize dance announcements)					
<input type="checkbox"/>	<input type="checkbox"/>	<u>Bride's Father:</u>	<input type="checkbox"/>	<input type="checkbox"/>	Groom's Father:
<input type="checkbox"/>	<input type="checkbox"/>	Bride's Mother:	<input type="checkbox"/>	<input type="checkbox"/>	<u>Groom's Mother:</u>
<input type="checkbox"/>	<input type="checkbox"/>	Bride's Grandfather:	<input type="checkbox"/>	<input type="checkbox"/>	Groom's Grandfather:
<input type="checkbox"/>	<input type="checkbox"/>	Bride's Grandmother:	<input type="checkbox"/>	<input type="checkbox"/>	Groom's Grandmother:

Bride and Groom will be announced as: _____

Are there any other special announcements?
