DJ - Wedding Reception Planner

We, at Absolute Entertainment, want to make your wedding reception a complete success. You can help us by completing this form. With this information, your disc jockey will be able to conduct your custom-tailored reception in a smooth and organized manner. Please return the deposit and contract promptly. You may complete this form at a later date, but please return it to us no later than three weeks prior to your reception. **NOTE:** This form is for information only and is not part of the contract for this engagement.

**General Information**

Wedding Date: __________________________ Location: __________________________

Bride's Name: __________________________ Groom's Name: __________________________

What is the expected **attendance** at your reception? __________________________

What percentage of your guests will be in each of the following **age groups**?

18 or under _____ 18-29 _____ 30-45 _____ 46-65 _____ Over 65 _____

How would you like your DJ attired? □ Formal (Tuxedo) □ Semi-Formal (Coat and Tie) □ Other_______________

**Type of Food Service:** □ Seated Dinner □ Dinner Buffet □ Hors D’oeuvres

**Program of Music and Events**

The following events are traditional at wedding receptions. They are listed in the order in which they usually take place. However, feel free to alter the order if you desire. Preceding each of the following events there is a blank. If you do not want the event to be incorporated into your reception, write “NO” in the blank. If you do, we will use this space later for filling out estimated times.

_______ Ceremony Starting Time  Are we providing the Ceremony Music? □ Yes □ No  Where? __________________________

_______ Reception Starting Time  **(Note: The reception should not start before our start time!)**

_______ Would you like your disc jockey to announce the wedding party? □ Yes □ No

*Please include phonetic spellings for any difficult names. If your list does not fit, please provide a separate typed list.*

Flower Girl: ______________________________________   Ring Bearer: ______________________________________

1st Bridesmaid: _____________________________________   1st Groomsman: __________________________

2nd Bridesmaid: _____________________________________   2nd Groomsman: __________________________

3rd Bridesmaid: _____________________________________   3rd Groomsman: __________________________

4th Bridesmaid: _____________________________________   4th Groomsman: __________________________

5th Bridesmaid: _____________________________________   5th Groomsman: __________________________

Maid / Matron of Honor __________________________   Best Man: ______________________________________

_______ Announce Bride and Groom as: ____________________________________________

**(Note: How would you prefer to be announced? Mr. and Mrs.? First Names?, etc.)**

**Traditional Dances**

_______ First Dance: __________________________________________

_______ Father / Daughter Dance: __________________________________________

_______ Mother / Son Dance: __________________________________________

_______ Welcome: __________________________________________

_______ Blessing of the Meal: __________________________________________
Types of Music: (check as many as apply) -remember your disc jockey can take requests at the reception.

☐ 40’s Big Band  ☐ 80’s Dance  ☐ Top 40 Dance Mix  ☐ Beach / Shag
☐ 50’s Oldies  ☐ 90’s Dance  ☐ Contemporary Club Mix  ☐ Adult Contemporary
☐ 60’s Motown  ☐ New Rock  ☐ Rap/ Hip Hop/ Bass  ☐ Jazz
☐ 70’s Disco & Funk  ☐ Classic Rock  ☐ Salsa / Meringue / Reggaeton  ☐ Classical
☐ 80’s Rock  ☐ Country  ☐ Soul R&B  ☐ Other _________

Traditional Events

☐ Toasts: Traditionally, the Best Man gives the first toast the Bride and Groom. If this is the case, what is the Best Man’s name? ______________________________
Will there be other toasts?  ☐ Yes  ☐ No  ☐ Possibly
Will champagne be made available to all the guests?  ☐ Yes  ☐ No  ☐ B&G Only
If so, how will it be served?  ☐ Wait staff  ☐ Self Serve

☐ Cake Cutting:  
☐ Bouquet Toss:  
☐ Garter Toss: Should the man who catches the garter place it on the leg of the woman who caught the bouquet?  ☐ Yes  ☐ No  ☐ DJ Discretion

☐ Last Dance: ____________________________________________________________

☐ Contracted End Time for Disc Jockey (Overtime is generally available – see contract for pricing)

Interactive Specialties

☐ Shout  ☐ Electric Slide  ☐ Cha Cha Slide  ☐ YMCA  ☐ Anniversary Dance  ☐ Dollar Dance

Would you prefer your disc jockey to be more:  ☐ Reserved  ☐ Involved  ☐ Outgoing  ☐ Very Outgoing

Directions to reception location (please include address, specific room, phone number, and contact name):

Special Notes to the Disc Jockey: