

This outline is designed to assist you with the many details of your Wedding Reception. We trust you will find it to be a helpful guide. Please submit the following information and/or call our office 4-6 weeks prior to your function to finalize your details

Contract No.	_____
Function Date	_____
Disc Jockey	_____

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

Guest Arrival Time (reception): \_\_\_\_\_

Master/Mistress of Ceremonies  DJ  Other, please specify name \_\_\_\_\_

If Disc Jockey is to perform introductions, please provide the following information:

	Order of Appearance	Name	Song Title
Bride's Parents	<input type="checkbox"/>	_____	_____
Groom's Parents	<input type="checkbox"/>	_____	_____
Flower Girl	<input type="checkbox"/>	_____	_____
Ring Bearer	<input type="checkbox"/>	_____	_____
Groomsmen	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Bridesmaids	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Maid/Matron of Honour	<input type="checkbox"/>	_____	_____
Best Man	<input type="checkbox"/>	_____	_____
Bride & Groom	<input type="checkbox"/>	Introduced As: _____	_____

If Disc Jockey is to perform Master of Ceremonies Duties, please attach a detailed itinerary of events and the names and the order of all speakers.

## RECEPTION ITINERARY

Ceremony on Site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	Music Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cocktails	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Receiving Line	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Introductions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Grace	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Dinner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Centrepiece Giveaway	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Game Required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____	_____	_____
Speeches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
1 <sup>st</sup> Dance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> Dances	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Bouquet Toss	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Garter Toss	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cake Cutting	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sweet Table	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Last Dance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes	<input type="checkbox"/> No

## ON-SITE CEREMONY MUSIC\*

Ceremony Music  Yes  No

If Yes, please complete the following. Please note: Provision of on-site ceremony music must be detailed on the contract.

Guest Arrival Time \_\_\_\_\_ Microphone Required for Ceremony  Yes  No

Pre-Ceremony Music \_\_\_\_\_

Processional Music \_\_\_\_\_

Registry Music \_\_\_\_\_

Recessional Music \_\_\_\_\_

## COCKTAIL AND DINNER MUSIC

Cocktail / Dinner Music  Yes  No (If Yes, please indicate your musical preferences)

CLASSICAL                       COCKTAIL PIANO                       CLASSIC JAZZ                       CONTEMPORARY JAZZ  
 NEW AGE                       ADULT CONTEMPORARY                       OTHER \_\_\_\_\_

## SPECIALTY DANCES

**1<sup>st</sup> DANCE** Title \_\_\_\_\_ Artist \_\_\_\_\_

Bride/Groom Only                       Wedding Party                       Parents                       Guests To Join  1<sup>st</sup> Minute                       ½ Way  
 Before Dinner                       After Dinner

Instructions \_\_\_\_\_

**2<sup>nd</sup> DANCE** Title \_\_\_\_\_ Artist \_\_\_\_\_

Father/Daughter                       Wedding Party                       Parents                       Guests To Join  1<sup>st</sup> Minute                       ½ Way

Instructions \_\_\_\_\_

**3<sup>rd</sup> DANCE** Title \_\_\_\_\_ Artist \_\_\_\_\_

Mother/Son                       Wedding Party                       Parents                       Guests To Join  1<sup>st</sup> Minute                       ½ Way

Instructions \_\_\_\_\_

**4<sup>th</sup> DANCE** Title \_\_\_\_\_ Artist \_\_\_\_\_

Instructions \_\_\_\_\_

Bouquet Theme Music \_\_\_\_\_ Artist \_\_\_\_\_

Garter Theme Music \_\_\_\_\_ Artist \_\_\_\_\_

**LAST DANCE** Title \_\_\_\_\_ Artist \_\_\_\_\_

Bride/Groom Only                       Wedding Party                       Parents                       Guests To Join  1<sup>st</sup> Minute                       ½ Way  
 Circle Formation                       Saying Goodbye to Each Guest                       Informal                       Other \_\_\_\_\_

Instructions \_\_\_\_\_

**DANCE MUSIC** (Check those most applicable)

- BIG BAND, JAZZ, SWING
  - BALLROOM
  - 50's AND 60's ROCK AND ROLL
  - 70's AND 80's ROCK AND ROLL
  - MOTOWN, R & B, SOUL
  - DISCO
  - 80's RETRO
  - 90's MUSIC
  - NEW DANCE MUSIC
  - OTHER \_\_\_\_\_
- NEW ROCK
  - URBAN
  - BALLADS
  - ADULT CONTEMPORARY
  - COUNTRY
  - CALYPSO, REGGAE, SOCA
  - LATIN
  - PARTICIPATION

**SPECIAL REQUESTS** (Please attach additional pages if necessary)

Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide

**DO NOT PLAY** (Please attach additional pages if necessary)

Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances
Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances
Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances

**BRIDE'S FAVOURITE MUSIC TYPE(S)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GROOM'S FAVOURITE MUSIC TYPE(S)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INTERNATIONAL MUSIC** (Please specify and attach additional pages if necessary)

Type _____	Artists _____	<input type="checkbox"/> Client to provide
Type _____	Artists _____	<input type="checkbox"/> Client to provide
Type _____	Artists _____	<input type="checkbox"/> Client to provide

**SPECIAL DEDICATIONS** (Birthdays, Anniversaries, etc.)

Name _____	Occasion _____	Song Title _____
Name _____	Occasion _____	Song Title _____
Name _____	Occasion _____	Song Title _____

**GUEST COMPOSITION** (Please indicate approximate number of guests for each of the following age groups)

UNDER 20 \_\_\_\_\_ 20's \_\_\_\_\_ 30's \_\_\_\_\_ 40's \_\_\_\_\_

50's \_\_\_\_\_ 60+ \_\_\_\_\_ TOTAL NUMBER OF GUESTS \_\_\_\_\_

**PLEASE ATTACH A FLOORPLAN OF THE RECEPTION AREA.  
THE DJ TABLE SHOULD BE ADJACENT TO THE DANCE FLOOR  
AND NEAR A DEDICATED POWER OUTLET.**

### **POWER REQUIREMENTS**

Please ensure that the Disc Jockey's table is situated near a dedicated power outlet. If special lighting or other effects are to be provided by the Disc Jockey, additional power and space may be required.

### **MEAL PROVISION**

Please provide a meal for your Disc Jockey at his or her station. Thank You.

Should you have any questions concerning this Wedding Reception Outline, please contact our office.



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**For that perfect event, it has to be “That Music Guy”**