

**COCKTAIL HOUR**

Is the cocktail hour in the same room as the main reception? Y / N

If not, where will Cocktail Hour be held? \_\_\_\_\_

Is music required for the cocktail hour? Y / N

Music for cocktail hour ? (Circle one) Soft Pop, Soft Jazz, Traditional Jazz, Lounge, Other

**RECEPTION START**

Will there be a receiving line as the guests enter the room? Y / N

Does the DJ need to coordinate a receiving line in the hall as he announces the wedding party into the hall? Y / N

**INTRODUCTION OF THE WEDDING PARTY/ GRAND ENTRANCE**

*Grandparents, Flower Girls/ Ring Bearers can already be in the hall and seated. The DJ can acknowledge their presence and introduce them to the guests before announcing the wedding party into the hall.*

Please list people in the order they will be introduced. Please indicate if they will be seated

*\*\*\*Help with difficult pronunciations would be appreciated\*\*\**

\_\_\_\_ Grandparents of the Bride: \_\_\_\_\_

\_\_\_\_ Grandparents of the Groom: \_\_\_\_\_

\_\_\_\_ Parents of Bride: \_\_\_\_\_

\_\_\_\_ Parents of the Groom: \_\_\_\_\_

\_\_\_\_ Usher and Bridesmaid: \_\_\_\_\_

\_\_\_\_ Usher and Bridesmaid: \_\_\_\_\_

\_\_\_\_ Usher and Bridesmaid: \_\_\_\_\_

\_\_\_\_ Usher and Bridesmaid: \_\_\_\_\_

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

\_\_\_\_ Special Guests: \_\_\_\_\_

\_\_\_\_ Best Man\*: \_\_\_\_\_

\_\_\_\_ Maid/Matron of Honor\*: \_\_\_\_\_

(\*Combined announcement? Y / N )

Bride and Groom: \_\_\_\_\_

*How you would like us to announce the bride and groom into the room? John and Jane Doe? or Mr. and Mrs. John Doe?*

*Special Instructions:* \_\_\_\_\_

**FATHER/DAUGHTER and MOTHER/SON DANCES**

Will there be a Father/Daughter and Mother/Son dance? **Y / N** Would you like to combine the Father/Daughter Dance with the Mother/Son Dance? **Y / N**

Special Instructions: \_\_\_\_\_

**BOUQUET and GARTER**

This activity should be held earlier in the evening. This is usually within an hour of the start of the general dance program. Would you like the DJ to stage this event? **Y / N**

**Boquet? Y / N**

**Garter? Y / N**

Special Instructions: \_\_\_\_\_

**ETHNIC DANCES, etc.**

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved (i.e., names of people that will be lifted up in chairs).

Please list songs that you would like us to play:

Please List songs that we should not play unless requested by guests:

List any songs not to be played under ANY circumstance:

**LINE DANCES**

There seems to be two distinct schools of thought pertaining to Line Dances: Love and Hate. They can be a great way to get some extra participation out of the crowd.

Try to incorporate some line dances? **Y / N** (Some suggestions follow)

**LAST DANCE**

The last dance of the night is usually a slow song, and sometimes the same song as the first dance. What song would you like to end the evening with? \_\_\_\_\_

## **BLESSING**

If there is to be a blessing, it occurs before the toast. The blessing can be offered by a member of the clergy (if present), or family member.

Would you like a blessing to be offered? Y / N

By Whom? \_\_\_\_\_

## **TOAST**

The best man traditionally offers a toast to the bride and groom. At this time the guests will be asked to stand, the bride and groom will be asked to take their seats and the Best Man will be called to offer a toast. Following the Best Man the Maid/Matron of Honor might also like to offer a toast.

Toasts Offered by: \_\_\_\_\_

At English weddings it is traditional for parents to toast the couple and then to be joined by other guests in toasting the couple. Would either of the parents like to offer a toast? Y / N

When toasted by the parents, it is customary for the bride and groom to say something. Usually thanking their parents and guests and this could be said in the form of a toast. Would you like to say anything? Y / N

If there were more than one toast offered, would you like us to open the mic for others to offer a toast? Be prepared to have this take some time if you do.

Open the mic for toasts? Y / N

Special Instructions: \_\_\_\_\_

## **MEAL**

For buffets, we cant assist in calling up tables although this is usually done by the room captain who will go to each table personally. Will the DJ need to assist? Y / N

## **CAKE CUTTING**

Most of the time, this is an event in which the Photographer will want to have a great deal of input. The DJ will confer with the photographer as to how this will be handled. The timing of this event is usually determined to coincide with the meal.

Special instructions: \_\_\_\_\_

## **FIRST DANCE**

First Dance: Song \_\_\_\_\_ Artist \_\_\_\_\_

*The bride and groom do have the option of inviting their parents and wedding party to join them in their first dance. The bride and groom would be announced onto the floor. At some time during the song, the rest of the wedding party could be announced onto the floor and they would join the bride and groom. This option is dependent on the song chosen. Older songs are usually 2 to 2 ½ minutes in length. Newer songs are up to four minutes long.*

Would you like the DJ to invite others onto the dance floor during your first dance? Y / N

Special instructions: \_\_\_\_\_

**Listing of Events:**

*These are in suggested order, but arrange them to fit your needs. Indicate time and sequence.*

Sequence	Time	Event
		Wedding Ceremony <i>(is music required?)</i>
		Cocktail Hour <i>(is music required?)</i>
		Reception Start
		Announce Wedding Part into Hall (Grand Entrance)
		Grace / Blessing
		Toast
		Meal Starts
		Cake Cutting
		End of Meal / Music and Dance Program
		First Dance
		Father/Daughter Dance <i>(can be combined with Mother/Son Dance)</i>
		Mother/Son Dance <i>(can be combined with Father/Daughter Dance)</i>
		Wedding Party Dance <i>(can be combined with first dance)</i>
		Open Dancing (usually slower songs)
		Last Dance

**Be sure to review this schedule with your caterer!**