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(715) 225-3670

## WEDDING DJ ENTERTAINMENT DETAIL SHEET

**Name:**

\_\_\_\_\_

**Reception Date:**

\_\_\_\_\_

Please print clearly and give phonetic spelling for any difficult names (ex- Joe Psyllviache = JOE SIL•VEE•ACK).

List all couples in order, with the correct partner and only those who are included in introductions or formal dances. Please remember that all the following formal dances/events and their order are completely optional.

**Reception location address:**

\_\_\_\_\_

**Reception location phone number:**

\_\_\_\_\_

**Time reception location will be available to set up:** \_\_\_\_\_

Earliest time guests will arrive: \_\_\_\_\_

Starting time for music or DJ announcements: \_\_\_\_\_

Approx ending time for music: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Describe the type of crowd (mostly family, lots of friends, adults only, etc):

\_\_\_\_\_

Describe how you would like general spirit and mood of your reception (conservative, classy, fun, rowdy, etc):

\_\_\_\_\_

List the qualities and manner you are looking for in your dj (reserved, interactive, outgoing, etc):

\_\_\_\_\_

Attire of your dj: Formal Semiformal Snappy casual Casual Other \_\_\_\_\_

Type of dinner: Sit down Buffet Hors d'oeuvres None Other \_\_\_\_\_

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Approx time that dinner will be served: \_\_\_\_\_

- The hall will be providing a microphone for the head table
- We will need the dj's microphone
- There will be a dinner provided for the dj
- The dj must make other dinner plans

Bar arrangement: Open bar Cash bar Only nonalcoholic beverages None

Approx time that the bar will close: \_\_\_\_\_

Name of your host/ hostess/ coordinator (if any): \_\_\_\_\_

Please list anything else we should know about the reception location, any loading difficulties or other special instructions for our set up: \_\_\_\_\_

**Bridal Party:**

Bride's first & last maiden name: \_\_\_\_\_ Groom's first & last name: \_\_\_\_\_

Bride and Groom to be introduced as: \_\_\_\_\_

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

(circle one)

Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

Ushers: \_\_\_\_\_

Others \_\_\_\_\_: \_\_\_\_\_

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

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

\* Maid of Honor means that she is single. Matron of Honor indicates she is married.

**Grand Entrance:**

Also include:

Entrance song (if any): \_\_\_\_\_  
title artist

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Toasts/Blessing:

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Dinner:

List any speeches, special happenings, or dj announcements during dinner: \_\_\_\_\_

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Cake Cutting:

Cake Cutting song (if any): \_\_\_\_\_  
title artist

Bridal Dance:

Bridal Dance song: \_\_\_\_\_  
title artist

During the bridal dance, the Bride and Groom:

Bridal Party Dance:

Bridal Party Dance song: \_\_\_\_\_  
title artist

Also include: \_\_\_\_\_

Parents Dance:

Bridal Party Dance song: \_\_\_\_\_  
title artist

Father/Daughter Mother/Son Dance:

Father/Daughter Dance song: \_\_\_\_\_  
title artist

They will:

Mother/Son Dance song: \_\_\_\_\_  
title artist

Bouquet/Garter Toss:

Garter Removal song: \_\_\_\_\_  
title artist

Garter Placement song: \_\_\_\_\_  
title artist

Song for other: \_\_\_\_\_  
title artist

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