

Reception Planner

CONTACT INFO

Dance booked in name of _____ Contact# _____
Date of event _____ Reception hall _____
Hall address (Direction * Notes) _____
Hall contact person * Hall phone _____
Bride _____ Phone (H) _____ Phone (w) _____
Bride's parent's name _____
Groom _____ Phone (H) _____ Phone (w) _____
Groom's parent's name _____
Bride's Email _____ Groom's Email _____
Best time of week for DJ to call _____ Phone# _____

DJ'S INFO

Set up time for your DJ is 60 to 90 minutes prior to the starting time of your event. Please have 1 or 2 eight-foot tables placed where you would like your Disk Jockey to set up. Two 110 volt outlets are required for the DJ system. Please allow 3-4 feet of clearance on either side of the tables for speakers and lights.

DJ personality you'd prefer Very Outgoing Moderately outgoing Easygoing

How would you like your DJ to dress? Tux Suit Semi-formal Other

Videographer _____ Photographer _____

RECEPTION INFO

Time of wedding ceremony _____ Guest arrival time at reception _____
Bride & Groom arrival time _____ Approximate number of guests _____

Please remember that the background music time immediately precedes dance music time

Would you like the DJ to introduce the bride & groom when they arrive? Yes No

Would you like the DJ to introduce or announce the wedding party? Yes No

How would you like to be introduced _____

Maid / Matron of honor _____ Best Man _____

Receiving Line Dinner/Buffer Cake Cutting Video Special Toast

Boquet Toss Garter Toss Dollar Dance

Special Announcement (Anniversary, Birthday, etc.) _____

RECEPTION INFO

Please include the song and the artist for each dedication you have selected. If the song you have chosen is not in the Complete Music song library, please provide us a copy on an original CD.

Bride & Groom Dance _____

Father/Daughter Dance _____

Mother/Son Dance _____

Combine Father/Daughter and Mother/Son Dance _____

Parent's Dance _____

Wedding Dance Party _____

Combined Parents/Wedding Party Dance _____

ICEBREAKERS

Your Complete Music Disk Jockey has been trained to help your guests become part of your celebration through the use of Icebreaker Dances. Circle the Icebreaker Dances you want performed at your event. Your Complete Music Disc Jockey will only use the Icebreakers necessary to keep your event lively.

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Kids Dance | <input type="checkbox"/> Pass the Buck | <input type="checkbox"/> Chicken/Bird Dance | <input type="checkbox"/> Happy Couples Dance |
| <input type="checkbox"/> FYI | <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Rope-A-Dope |
| <input type="checkbox"/> Country Line Dances | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Conga Line | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Circle Salute | <input type="checkbox"/> Macarena | <input type="checkbox"/> Others Not Listed |
| <input type="checkbox"/> Flying Dutchman/Butterfly | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Shout | |
| <input type="checkbox"/> Slow Ladies Choice | <input type="checkbox"/> Macho Men | <input type="checkbox"/> Remedial Dance | |
| <input type="checkbox"/> Twist | <input type="checkbox"/> YMCA (With Props) | <input type="checkbox"/> Snowball Dance | |

List any comments you may have concerning these dances

MUSIC VARIETY

Would you like the DJ to leave song request slips on the guest table? Yes No

Your DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections.

Please select the music styles you want played at your event.

- | | | | |
|---|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> 50's | <input type="checkbox"/> 60's | <input type="checkbox"/> Club/Techno |
| <input type="checkbox"/> 70's | <input type="checkbox"/> 80's | <input type="checkbox"/> 90's | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> Top 40/Current | <input type="checkbox"/> Country | <input type="checkbox"/> Rock & Roll | <input type="checkbox"/> Waltzes |
| <input type="checkbox"/> Soul/Hip Hop/Rap | <input type="checkbox"/> Alternative | <input type="checkbox"/> Big Bands | |

Songs and artists not in our song library? Verify availability with Complete Music or provide an original CD. Do not send back the song catalog. Thank You!

Please list any additional titles and / or artists

MISC INFO

If necessary, please give directions, or include a map, and any additional information your DJ should know.

These questions may be used for trivia or instructions through the course of your event.
(Only fill out information you won't mind sharing.)

BRIDE QUESTIONS

Where did you grow up? _____

High School? _____ College? _____

Instruments or sports you played or still play? _____

First Car? _____ Nickname? _____

Favorite Song? _____ Favorite Movie? _____

Career? _____

Miscellaneous or interesting facts?

GROOM QUESTIONS

Where did you grow up? _____

High School? _____ College? _____

Instruments or sports you played or still play? _____

First Car? _____ Nickname? _____

Favorite Song? _____ Favorite Movie? _____

Career? _____

Miscellaneous or interesting facts?

COUPLE QUESTIONS

How long have you known each other? _____ How long dating? _____

How long engaged? _____ Who introduced You? _____

Where did you meet? _____

How did he propose? _____

Where is your honeymoon? _____

Are you moving after the wedding? (new house, apartment, city)

Yes _____