



***So that we can assure you of the best service possible, please take a moment to complete the following information. It may be returned electronically or printed and returned at our consultation. Note: form must be returned no later than two weeks prior to the event.***

Name of responsible person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Preferred phone number: \_\_\_\_\_

What type of event are you hosting? \_\_\_\_\_

Name of venue: \_\_\_\_\_

Address of venue: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone number of venue: \_\_\_\_\_

Contact person at venue: \_\_\_\_\_

Time of event: from \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_ to \_\_\_\_\_ AM \_\_\_\_\_ PM \_\_\_\_\_

How many guests will be attending? \_\_\_\_\_

Age range of guests: from \_\_\_\_\_ to \_\_\_\_\_

Location for DJ to set up: \_\_\_\_\_

Note: The DJ requires two chairs and a minimum of 8 feet of table space, which must be within 20 feet of a three-pronged grounded electrical outlet. Tablecloth/skirting should be provided by caterer or reception location. If reception is outside, full shade is required for covering equipment.

In general, what type of music will you want to hear? \_\_\_\_\_

Any music not to be played, even if requested: \_\_\_\_\_

Will you want to have karaoke available? Yes \_\_\_\_\_ No \_\_\_\_\_

How would you like the DJ to dress? \_\_\_\_\_



***If this is a wedding reception, please complete the following section. Otherwise, skip to page 3.***

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

Do you wish to have the bride and groom announced when they enter the room?

Yes \_\_\_\_\_ No \_\_\_\_\_

(Please have someone notify DJ when they're ready.)

If so, how do you wish to have them announced? \_\_\_\_\_

Will there be a blessing before dinner? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, who will give it? \_\_\_\_\_

Do you wish to have the wedding party announced? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, a list of names and their order should be provided to the DJ, and a bride's representative needs to work with the DJ in pronouncing names correctly and coordinating the wedding party's entrance into the room. As a general guide, this is the order in which the wedding party enters the room: Brides' Parents – Groom's Parents – Flower Girl and Ring Bearer – Maids and Ushers – Maid/Matron of Honor and Best Man – Newlyweds

Will there be a toast? Yes \_\_\_\_\_ No \_\_\_\_\_ If so, who will make it? \_\_\_\_\_

When will the first dance be? \_\_\_\_\_

Note: for the majority of couples, this occurs at the end of the meal and after the cake has been cut and the toast has been made. However, other couples prefer the first dance when you enter the room. No matter which, when notified that you're ready, the DJ will announce that it's time for the first dance and say something similar to, "Ladies and gentlemen, here in their first dance as husband and wife are Mr. and Mrs. Smith, dancing to (song title) by (artist)."

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

Second Dance Song: \_\_\_\_\_

\_\_\_\_ Father/Bride

\_\_\_\_ Groom/Mother

