



Pre-Wedding Information Package For DJs

Congratulations! Your wedding is quickly approaching, and it is time to begin planning the music. We have included some very important tips and suggestions below. Please take a few minutes to read though this before filling out your reception planner.

Approaching the Big Day: A Time Line

1 Month Prior...

Prepare for your DJ. Speak with your wedding planner or banquet manager to be sure that your DJ will have everything he needs to perform your event. A typical DJ needs at least a six foot, skirted table set up adjacent to the dance floor, within 15 feet of a dedicated outlet (not shared with lights, or catering equipment). If you have any questions regarding electrical requirements, please call Murray Hill Talent for more information.

Also, when creating your seating plan, be careful not to seat elderly guests at the tables closest to the DJ's speakers. Reserve those tables for guests you know will be up and dancing!

4 Weeks Prior...

Prepare to send in your final payment. You should receive an invoice about 1 month prior, and the balance is due one week prior to your wedding. Murray Hill Talent accepts checks, cash, or money orders **ONLY** for final balance payments (no credit cards please).

2 Weeks Prior...

Send in your Reception Planner. Please be sure to save a copy for yourself and forward a copy to your Murray Hill Talent representative. After we receive the completed planner, we will contact you to schedule a consultation with the DJ. Be sure to include phone numbers where we may contact you the week leading up to, as well as the day of, the event. If your wedding is taking place at a private residence, please send us directions, the street address, and phone number at the home/venue. Additionally please let us know the name and mobile numbers of key members of your function team (Catering Managers, Onsite Director, etc).

The Day of...

Relax. You have the peace of mind necessary to focus on the main event, knowing that everything is in good hands with Murray Hill Talent.

******If you do wish to have your artist perform over the time scheduled, CASH Payment must be given at the event directly to the DJ. If you think your event may go overtime, make sure someone (best man, etc.) brings appropriate cash funds to pay the artist (consult your contract for overtime rates).***

Reception Planner Suggestions - DJs

Artist Arrival: The artist(s) arrival time on the contract is the earliest time the artist will be able to show up at your event to setup equipment. Earlier set-up times, if possible, must be arranged with Murray Hill Talent in advance of the engagement and may include additional costs.

Announcement of wedding party: This can be optional; sometimes parents and grandparents are acknowledged directly from their seats. The DJ will get everyone in order and lined up before the announcements, and go over name pronunciations, leading up to the grand entrance.

First Dance: We recommend doing this immediately after entering the room, so that your guests may dance anytime thereafter. Typically, a song lasts three minutes, which to a lone couple on the dance floor, could seem like years. Keeping in mind that the photographer needs only seconds to take a few pictures, and if you're not big dancers, you may want to shorten the song. Of course, if you've taken dance lessons, or rehearsed a dip at the end, be sure to mention that you'd like the whole song played.

Occasionally a couple will request that the dance party begin immediately after the first dance. This often interferes with the catering time-line and service, throwing off the natural flow of the evening. It is important to discuss this thoroughly with the caterer before asking the DJ to go right into dancing.

Blessings/Toasts: As you make your way to the table after the first dance, the DJ will announce the person giving the blessing (optional), and will bring a microphone to their table. Next, the DJ will announce the person giving the toast(s) (optional).

- **To Hear or not to Hear: The Toasts:** *Many people who give a toast at a wedding are not accustomed to speaking through a PA system and hearing their voice amplified. Vocal microphones are designed to be held no further than **one inch** from a person's mouth. Oftentimes, the person giving the toast ends up with their arm fully extended and the mic pointed towards the ceiling and everyone starts shouting "Whaaaaat? Turn it up!" If the DJ turns up the mic at that point, squealing and howling feedback will result. It would be a good idea to forward this paragraph (or your own paraphrase) to the people who will be speaking at your wedding.*

Dinner Music: For seated dinner service, the DJ will perform until the main course is served (depending on how many courses you are serving).

- **Volume Concerns:** *We represent professional function DJs that are very sensitive to volume issues and ensuring that the volume is appropriate at all times. However, many older guests have a difficult time hearing conversations, and find music, regardless of its level, aggravating. It is important not to seat a table full of elderly guests directly next to the speakers.*

First Break: In order to save time and keep the break to a minimum length, we recommend that meal be immediately available to the DJ as your guests are eating the main course. This should be setup directly with your catering manager.

Cake Cutting: Feel free to use any song you like for the cake cutting. MHT DJs usually keep their mouths shut, and let the photographer guide you through the process.

Parent Dances: These songs may be shortened as well, depending on the dancing prowess of the bride, groom, and parents. If you have not chosen a special song, we suggest incorporating both the bride/father and groom/mother dances during the same song. This will provide enough time for the photographer to take pictures of each couple. After a couple minutes, the DJ often invites all guests to join in (optional), leading right into the dancing!

Lighting is Key: Ask your onsite venue to dim the house lights after dinner; dipping the lights down low sends the signal that it's time to party. Don't assume that your venue will automatically do this without your request.

How many songs should I request?

While we encourage you to provide a list of songs that are special to you and your friends and family, keep in mind that time only allows a DJ to play about 15 to 20 songs per hour. The dancing portion after dinner is typically about two hours long, so an absolute maximum of 40 dance songs could be played. It is our advice that you should never request more music than time allows. Any more than that puts undue stress on the DJ that evening, because not only are they left with no room to improvise, read the room, or take requests, but they'd also worry that any song they cut out for timing issues might be the one song that you could not live without. A list of about 10 to 20 dance requests usually gives the DJ a good idea of the styles and artists you like, while allowing him to expand on those selections. Feel free to include dinner music requests, as well as a "Do Not Play" list.

Lastly, when compiling your "Play" and "Do Not Play" lists you should ask yourself, "Am I keeping all of the guests tastes in mind?" It is natural to attach your personality to your wedding. However, a combination of that personality and the tastes of your guests is usually a recipe for success.