

Murray Hill Talent Reception Planner - DJs

Please consult your contract or call your agent to verify times. Earlier set-ups or second locations may incur additional fees.

Wedding Date: _____ Bride & Groom: _____

Best numbers to reach you the week of the wedding: _____

Reception Location: _____
(Please include venue name & address)

On-site contact: _____ Number: _____

Cocktail Start: _____ End: _____ Specific Area: _____

Cocktail Entertainers: _____

Is there anything going on in the room that will prohibit the DJ from loading in and setting up 1 hour before start time?

No

Yes

All equipment must be set up by: _____

Reception Start: _____ End: _____ Specific Area: _____

Name of DJ: _____

Introductions

Music: _____
(DJ usually performs upbeat instrumental music)

I will provide CD

Bridal Party will: **Go directly to their seats**

Line up around dance floor

Bride's Parents: _____

Acknowledge from seats

Groom's Parents: _____

Acknowledge from seats

Bridal Party 1: _____

Bridal Party 2: _____

Bridal Party 3: _____

Bridal Party 4: _____

Bridal Party 5: _____

Bridal Party 6: _____

Bridal Party 7: _____

Best Man: _____

Maid/Matron of Honor: _____

Bride and Groom: _____

(Exactly the way you'd like to be introduced)

Time of First Dance: **After Intros** **After Dinner** **Other:** _____

First Dance Song: _____
 I will provide CD **DJ will provide CD**

Is the Wedding Party Joining In? **No** **Yes** **Separate Song:** _____

Time of Toast: **After 1st Dance** **After Blessing** **Other:** _____

Name of Toast Person(s): _____

Time of Blessing: **After 1st Dance** **After Toast** **Other:** _____

Name of Blessing Person: _____

Dinner Music Preferences: _____

Giving away Centerpieces: **Yes** **No**
Centerpiece Comments: _____

Time of Cake Cutting: **After Salads** **After Dinner** **Other:** _____

Cake Cutting Song: _____
 I will provide CD **DJ will provide CD**

Bride/Father Dance: **After First Dance** **After Dinner** **Other:** _____

Bride/Father Song: _____
 I will provide CD **DJ will provide CD**

Groom/Mother Dance: **After First Dance** **After Dinner** **Other:** _____

Groom/Mother Song: _____
 I will provide CD **DJ will provide CD**

Throwing Garter? **Yes** **No** **Song** _____

Throwing Bouquet? **Yes** **No** **Song** _____

Garter and Bouquet Comments: _____

Last Dance: **Alone with guests around dance floor** **Together with everyone**

Last Dance Song: _____
 I will provide CD **DJ will provide CD**

Songs, artists & genres that you'd like to STRESS

Songs, artists & genres that you'd like to AVOID