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: Names of Couple:**

**Cell Numbers: Wedding Hashtag:**

**Reception Location:**

 **(Please include venue name & address)**

**Venue contact: phone: email:**

**Photographer:**  **phone: email:**

**Videographer:**  **phone: email:**

**Wedding Planner:**  **phone: email:**

**Cocktail Start: End: Specific Area:**

**Cocktail Music Provided by:**

**All equipment must be set up by what time:**

**Reception Start: End: Specific Area:**

**Name of DJ:**

Introductions

**Music:**

 **(DJ usually performs upbeat instrumental music)**

**Wedding Party will: Go directly to their seats Line up around dance floor**

**Groom (1) Parents: Walking in Seated**

**Groom (2) Parents: Walking in Seated**

**Wedding Party 1:**

**Wedding Party 2:**

**Wedding Party 3:**

**Wedding Party 4:**

**Wedding Party 5:**

**Wedding Party 6:**

**Wedding Party 7:**

**Best Man/Woman: Maid/Man of Honor:**

Married Couple:

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

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

**First Dance Song:**

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:

Groom (\_\_\_\_\_\_\_\_\_\_\_\_\_)/Mother Dance: After First Dance After Dinner Other:

Song:

Groom (\_\_\_\_\_\_\_\_\_\_\_\_\_\_)/Mother Dance: After First Dance After Dinner Other:

Groom/Mother Song:

Any other formalities or specialty songs you’d like us to play?

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

Last Dance Song:

Music Preferences

## Which would you say best describes your opinion about playlist/requests:

1. Every guest is invited because they are close friends and family. If someone wants to hear something, by all means, play it!
2. Other than a few songs listed here that I would not like to hear under any circumstances, invited guests should be allowed to hear a song if it is appropriate.
3. Use your judgment and improvise from my provided list if necessary, but I do not want any requests played.
4. Do not play any requests, and strictly adhere to my list. I do not want to run the risk of hearing a song I do not like at my wedding.

**Songs, artists & genres that you’d like to STRESS**

**Songs, artists & genres that you’d like to AVOID**