



Dusk til' Dawn DJ Services

Jonathan Zabrick

Phone: 780.603.0043

Email: jzabrick@yahoo.ca



Wedding Reception Details ~ PARTY PLANNING GUIDE

Function Date: _____

Cost of Function: _____

Contact Number: _____

Email: _____

Bride: _____

Groom: _____

Bride's Father: _____

Groom's Father: _____

Bride's Mother: _____

Groom's Mother: _____

Bride's Parents are:

☐ Married ☐ Not Married/Separated

Groom's Parents are:

☐ Married ☐ Not Married/Separated

Step Parent(s): _____

Step Parent(s): _____

Maid/Matron of Honor: _____

Best Man: _____

Please list all bridesmaids/groomsmen on the above provided lines

Master of Ceremonies: _____

Microphone Required for Toasts: 

☐ Yes ☐ No ☐ Not Sure

Ceremony

Time: _____ **Place (include address):** _____

Time that Bride & Groom will arrive at the reception: _____

Cocktail Music

Time: _____ **Place (include address):** _____

Music Style (ex. Jazz, Dance, Instrumental etc.): _____

Entrance to Hall

Do you wish the DJ to announce Bride & Groom entrance into reception? ☐ Yes ☐ No

Will this be done by your M/C? ☐ Yes ☐ No Wedding Party Entrance? ☐ Yes ☐ No

Music Style for Bride & Groom/Specific Song: _____

Dinner Music

Scheduled Start Time: _____ Will the DJ receive dinner? ☐ Yes ☐ No

Particulars: _____

KISSING GAME ☐ Yes ☐ No (Example: Clinking of Glasses/Bells/Jokes/Story etc.)

Particulars: _____

TABLE CENTERPIECES Giveaway? ☐ Yes ☐ No

Do you want the DJ to coordinate this? ☐ Yes ☐ No

DISPOSABLE CAMERAS ON TABLES? ☐ Yes ☐ No

Do you want the DJ to coordinate there collection though the evening? ☐ Yes ☐ No

Dancing

Scheduled Start Time: _____

Introduction of bridal couple for first dance as: _____

First Dance Song (Title & Artist): _____

*It is typical for there to be a Second Dance, please select which dance and song you would prefer:
Please Check one of the below boxes and make sure to CIRCLE either HIS or HER.*

- | | |
|--|---|
| <input type="checkbox"/> Bride with His or Her Father & Groom with His or Her Mother | <input type="checkbox"/> Groom & His or Her Mother Only |
| <input type="checkbox"/> Bride/Groom with Bride's Parents & Groom's Parents | <input type="checkbox"/> Bride & His or Her Father Only |

Second Dance Song (Title & Artist): _____

It is typical to invite the Wedding Party for the Third Dance. Please provide a song choice if you wish to do this.

Third Dance Song (Title & Artist): _____

It is typical to invite the rest of your guests to join in on the Third Dance half way through. Is this ok? ☐ Yes ☐ No

Dancing cont'd

If not ok... Fourth Dance Song (Title & Artist): _____

Do you have any special or ethnic music requirements for some of your guests? ☐ Yes ☐ No

If so...What is the style of music? _____

Will you or any of your guests provide any of this music? ☐ Yes ☐ No

Bouquet & Garter Toss, Wedding Cake Cutting & Late Lunch

Will the Bride be throwing the bouquet? ☐ Yes ☐ No

Will the Groom be removing the Garter from the bride's leg? ☐ Yes ☐ No

Would you like the DJ to coordinate these activities with the guests? ☐ Yes ☐ No

What time would you like these activities to happen? _____

It is common to use "The Stripper" by David Rose or "I'm Too Sexy" by Right Said Fred for removal of the garter. Do you approve of this? ☐ Yes ☐ No

Alternate choice for this music (Title & Artist): _____

Would you like the DJ to announce the cutting of the cake by the Bride & Groom? ☐ Yes ☐ No

Scheduled Start Time: _____ Is the cake a real cake? ☐ Yes ☐ No

Will the cake be cut and served shortly after? ☐ Yes ☐ No

Will there be a late lunch during the evening? ☐ Yes ☐ No

Would you like this announced to the guests by the DJ at that time? ☐ Yes ☐ No

At what time is the Late Lunch expected to be served? _____

Special Announcements

The DJ will be prepared to handle any special announcements that may be required during the evening. If there are any special guests from out-of-town, anniversaries, or birthdays you wish to have announced during the function, please specify:

Music Requests

We are delighted to take music requests at the function. Our policy on such requests are to try and play as many as possible provided such requests are *danceable, popular, recognizable* and *appropriate* for the guests at any function. Requests for music that is offensive to any guest, race, creed, and religion or otherwise **WILL NOT BE PLAYED**. The DJ reserves the right to disregard any request that does not meet this policy, or any selection that cannot be programmed properly into the music presentation of the evening regardless of who the requester is.

We have provided you with a form on which you can fill out any personal special music requests you have that you would like played throughout the evening. We will give YOUR music requests priority during the function.

Do Not Plays

Are there any songs you DO NOT want played? (Ie: Stokin', Mony Mony, etc.) ☐ Yes ☐ No

What are they? _____

If any of the above songs are "requested" by a guest, should we play them? ☐ Yes ☐ No

Guest Interactive & Participation Songs

Bird Dance	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G
Cotton Eye Joe	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G
Macarena	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G
Cadillac Ranch	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G
I Knew the Bride	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G
YMCA	<input type="checkbox"/> Ok	<input type="checkbox"/> Do not play	<input type="checkbox"/> Play if requested	<input type="checkbox"/> Check with B & G

Your Guests

Number of guests to attend? _____

Age Matrix	Children _____	Adults (20's) _____	Adults (40's) _____
(Please state the Approximate # of people in each age group)	Teens _____	Adults (30's) _____	Adults (50's +) _____

Last Dance & Exit Format

Scheduled Time: _____ Exit Format: ☐ None ☐ Circle ☐ Tunnel

Music Selection (Title & Artist): _____

Bar

Is the bar: ☐ Free Bar ☐ Toonie Bar ☐ Cash Bar Closing Time: _____

Thank you for taking the time to complete this information package. This information is intended for service purposes only and is only required to help the DJ ensure your event goes as planned. This information will be reviewed by you and the DJ 15 days prior to the event to make any necessary changes.

Please draw an approximate layout of the event location showing approximately where the DJ, head table, dance floor etc is situated in the space below.

For Office Use:

This plan completed by _____ on _____

~~~~~ WITHIN 15 DAYS PRIOR TO FUNCTION ~~~~~

Reviewed and confirmed by \_\_\_\_\_ on \_\_\_\_\_