

Retro DJ Event Entertainment

Please fill this out and have this back to us 6 weeks prior to the event.

Date of Wedding: _____

Wedding and Reception in Same Location?: Yes / No (Circle One)

Time of Wedding Ceremony: _____ (Start Time)

Type of Wedding Ceremony: _____ (Home, Church, Venue)

Honeymoon Destination: _____

Ceremony/Reception

Info for MC and DJ:

Ceremony Location: _____ Phone: _____

Reception Location: _____ Phone: _____

Reception Location Contact: _____

Reception Start Time: _____ Reception End Time: _____

Venue Event Coordinator: _____ Phone: _____

Caterer for Reception: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Celebrant: _____ Phone: _____

Other Instructions for Reception: (Camera's on Tables, Signature Frame, Any other announcements): _____

****Emergency Contact Information

** Mobile other than the Couple #: _____

** Location #: () _____

** Other(s) #: () _____

**Brides Mobile # _____

**Grooms Mobile # _____

Bride/Partner 1 getting ready at: _____

Groom/Partner 2 getting ready at: _____

Wedding Party Reception Entrance Format Sheet

(Please spell names phonetically if applicable)

PARENTS OF BRIDE _____

PARENTS OF GROOM _____

(If Parents Are Divorced or Separated Please Indicate by Separating Names. Example: Mr. XXXX & Ms. XXXX or mark Names Stepfather or Stepmother).

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

BRIDES MAID _____ Groomsmen _____

Jr. BRIDES MAID _____ Jr. Groomsmen _____

FLOWER GIRL _____ RING BEARER _____

MAID / MATRON OF Honour _____

BEST MAN _____

Jr. Bride: _____ Jr. Groom: _____

BRIDE _____

GROOM _____

(Name How You Want to Be Announced, As You Enter)

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CEREMONY

Do you require Ceremony Music this includes background music Prior to and after the ceremony? Yes / No .

Background Music is our selection to get the mood right for the ceremony

If Yes The following will be required

Processional .

Bridal Party Aisle Walk _____

Bride Aisle walk _____

Signing. ****We suggest 2 songs as one may not be long enough

Recessional.

***Set the party vibe early, after all you just said I do!!*

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Do you require Background music for Canapes? Yes/No



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Please select your option for your Reception Grand Entrance

RECEPTION

Please select your option for your Reception Grand Entrance

Option 1 Whole Wedding Party Entrance (all the party are presented in couples during track)

Song: _____

Option 2. Individual couples (each couple has their own entrance track) please add more if required

Bridesmaid and groomsman: song _____

Bridesmaid and groomsman: song _____

Bridesmaid and groomsman: song _____

Bridesmaid and groomsman: song _____

MOH and Bestman: song _____

Married Couple Entrance Song: _____

Option 3. Group Entrance (all the girls together then all the guys together then the married couple)

Girls entrance: song _____

Guys entrance: song _____

Married Couple Entrance Song: _____

Couples First Dance: _____

Brides Dance with Father: _____

Grooms Dance with Mother: _____

Parents Dance Song: _____

Wedding Party Dance(s): _____

Good Luck Dance Song(s): _____

Other Special Dances (If Any?): _____

_____ (Use separate sheets if needed)

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**Below you can pick songs for each of these events or leave them to my discretion:

Cake Cutting Song: _____

Garter Removal & Toss Song(s): _____

Bouquet Toss Song(s): _____

Farwell circle: _____

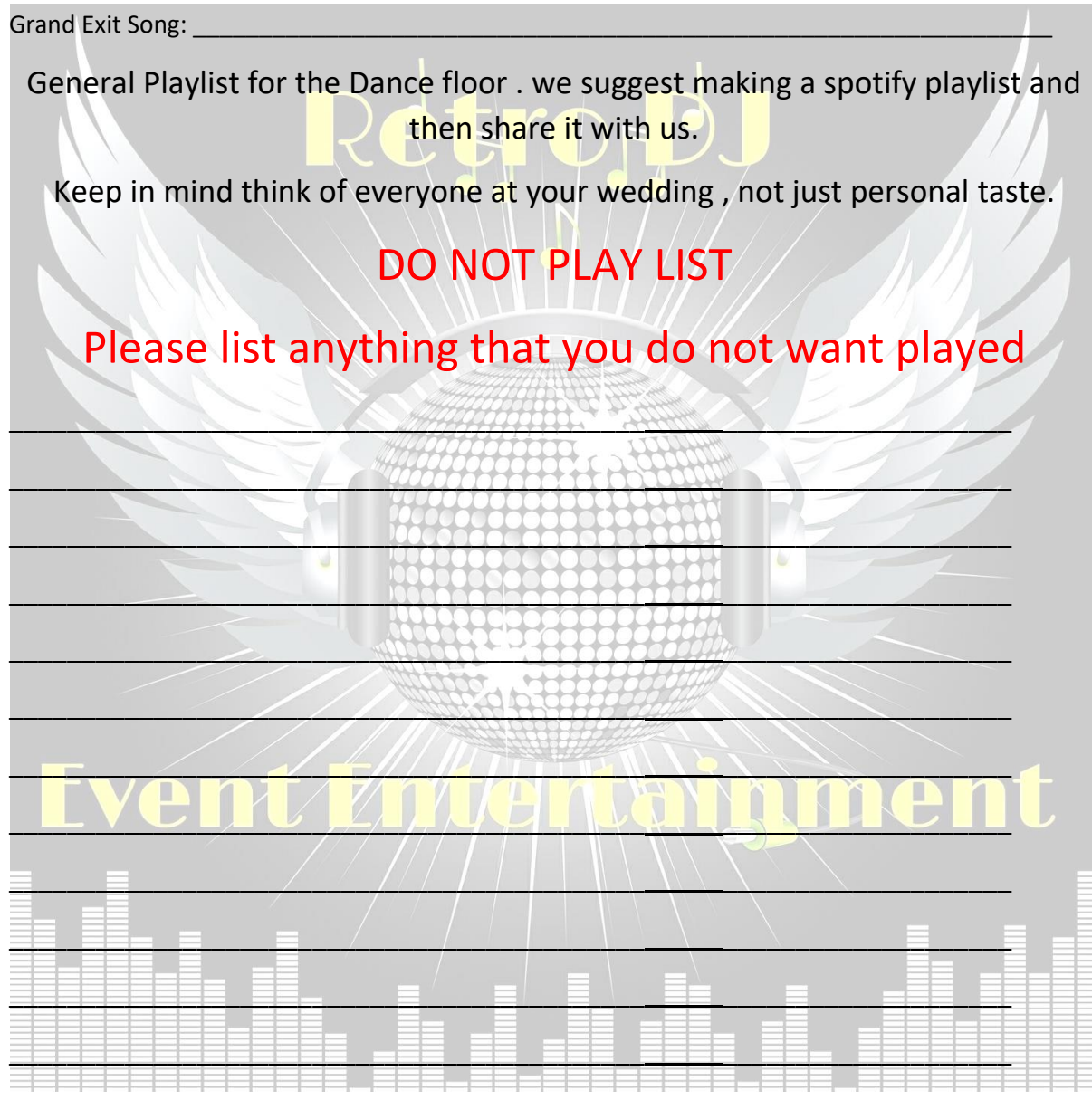
Grand Exit Song: _____

General Playlist for the Dance floor . we suggest making a spotify playlist and then share it with us.

Keep in mind think of everyone at your wedding , not just personal taste.

DO NOT PLAY LIST

Please list anything that you do not want played



Optional Sparkler exit is available this is the only added cost if you choose to have it.

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Speeches Please tick boxes and number the order of the speech, please write the names of the speech givers, If there are extra speeches just slot them in. This is the suggested order as listed below

✓	#	Name
<input type="checkbox"/>	___	Father/Mother of the Bride
<input type="checkbox"/>	___	Father/Mother of the Groom
<input type="checkbox"/>	___	Groomsmen
<input type="checkbox"/>	___	Bridesmaids
<input type="checkbox"/>	___	Matron/Maid of Honour
<input type="checkbox"/>	___	Best Man
<input type="checkbox"/>	___	Groom
<input type="checkbox"/>	___	Bride

Suggested Reception Format

1. Soft music and love songs playing while guests arrive/ predinner / Canapes.

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2. Wedding party assembled in lobby of location in order of entrance.
3. Welcome guest and announcement of wedding party and bride and groom
4. After wedding party is announced, wedding party will mingle with guest (and also be able to eat) for 30-45 minutes. (Times are based on venue set-ups).
5. Cake cutting
6. Entrée
7. Toast/Speeches
8. Mains
9. First dance
10. Bride dance with Father / Groom dance with Mother. (Optional)
11. Entire wedding party and guests invited to join bride and groom on the dance floor.
12. Garter and Bouquet to be thrown.
13. Grand Exit of Bride & Groom.

NOTE: The reception will flow better with less interruptions in the music so it is suggested not stop and start the music during the dancing portion of the program.

IT'S THE MUSIC THEY'LL REMEMBER All the planning is now behind you. You've made the walk down the aisle, proclaimed your love, and exchanged glistening gold wedding bands. Congratulations, you are now man and wife. Now it's time to kick back, unwind, forget all the stress and celebrate the day at your reception.

WHAT TO EXPECT First, the photographer may want to take a few more pictures at the church or wedding site. After that, it's off to be greeted by family and friends that have come together for your wedding day.

Don't be surprised to receive an enthusiastic welcome as your Master of Ceremonies (Mark) announces your Grand entrance. It's one of the things that we enjoy most. And for the next few hours it will be their job to lead the festivities, play the music that is important to you and your guests, and keep the reception running smoothly. Music is in the fact the most important and memorable part of a reception. Reception guest seldom remember the meal or even the cake, but they almost always remember the music, especially if the DJ did a great job.

WHO COORDINATES THE RECEPTION? The main reason wedding couples choose a MC/DJ is that the selection of music a DJ can play spans across all ages and taste. But aside from the music, your **master of ceremonies** to help maintain proper flow during the reception. Your MC will coordinate with your photographer to get all the right pictures for your wedding album. So while you may be thinking of hiring a DJ just for the music, remember to consult with him or her a few weeks before the wedding to discuss the desired order of events, such as the cutting of the wedding cake, the speeches, and the bouquet & garter toss. As your MC will be introducing you and your wedding

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party, it's important they know how to pronounce all the names correctly. Your MC will most likely ask you for the phonetic spellings of any challenging names.

THE RIGHT MUSIC MIX Having a DJ you can trust to handle all the MC duties is important, but where most DJ's really shine is when it comes to knowing what music will get the crowd on the dance floor. As a general rule the guest will not dance until after the bride and groom have had their first dance. This may be followed immediately by a dance for the bride and father and one for the groom and his mother. If other special dances are in order, they would be done next. In most cases, your DJ will kick off the dance portion of your reception right after the special dances. This gets the guests up and on the dance floor so they don't begin to feel left out. Other festivities such as a dollar dance, or the bouquet and garter toss can take place at appropriate times during the reception. Proper planning for your reception should also include giving your DJ a guideline of types of music (Dance, Country, Beach, Rock & Roll or Oldies) that you want to be played. Keep in mind that you want all of your guest to be satisfied, so make sure your DJ is prepared with a wide variety of music to suit all taste. You may have guests from ages 5 to 95, and you should not offend them with Songs that they might not like. Keep in mind that it is better to play for the older guest first and as they leave you can adjust the music to the remaining Guest. Also give your DJ a list of songs that you would like to hear during the meal. Just remember that your wedding day is a time to celebrate, so dance and enjoy yourself!



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