

DJ Tom's

Wedding Reception Questionnaire

Hello, this form will ask a series of questions designed to insure the best possible wedding reception that DJ Tom can put on for you. Please attempt to answer as many of the questions as you can. If a question does not apply to your reception or you just don't know the answer at this time; please indicate that too. (note that these can be changed at a later time)

Section #1 Bride / Groom – Family Information

Name of the Bride: _____

Name of the Groom: _____

Contracting Party mailing address:

Bride's Phone Numbers

Home # _____ Cell # _____

Bride's Email Address _____

Bride's Parents Names _____

(Introduced together or separate) _____

Bride's Parents Phone Numbers _____

Groom's Phone Numbers

Home # _____ Cell # _____

Groom's Email Address _____

Groom's Parents Names _____

(Introduced together or separate) _____

Groom's Parents Numbers _____

Please fill in the following names for the bridal party.

- Phonetic spellings may be very helpful to ensure names are pronounced correctly during introductions.
Example: Parents with the last name of Ramis could be listed as “Mr. & Mrs. John Ramis (ray-miss).”
- Please list everyone in the order they are to be announced and verify everyone is properly “matched” on this form to assist with introductions.

Bride & Groom	
Maid / Matron of Honor & Best Man	
Flower Girl(s) & Ring Bearer	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Bridesmaid & Groomsman	
Usher(s)	

Notes

Section #2 – Reception Information

Date of Wedding (Reception) _____

Scheduled Time for Wedding _____

Location of the Wedding _____

Scheduled Time for Wedding Reception: _____

Scheduled Time for DJ Services _____

(Note that this is dependant upon how much you have DJ Tom play – Is he playing music for the entire reception or just for the part after dinner is served?)

Are you using a Wedding Planner (No / Yes) _____

If Yes, Wedding Planner's Name and business number:

Reception Location: _____

Reception Hall room name or number _____

Reception Hall's Coordinators Name _____

Reception Hall's telephone number _____

How long is your reception scheduled to run (3 hours – 4 – 5?) _____

Is there the possibility that the reception might run longer than the scheduled time and require DJ tom too perform longer than the original contracted time?

(No – Yes – Maybe) _____

(Note: that the rates of overtime charges are listed on the contact – and only the contracting party has the power to request more time)

Planned Number of people attending the reception _____

Number of guests attending by age group (A Rough guess is fine here)

5–21 _____, 21– 30 _____, 30–40 _____, 40-60 _____, 60 - ? _____

Is alcohol going to be served at your reception? _____

Are you using a Photographer or Videographer? _____

If Yes, Their Name & Business Number _____

Are they scheduled to cover the entire reception? _____

If Not, the time in which they are scheduled for? _____

Are there any other forms of entertainment at your wedding reception with whom I will need to coordinate efforts with? If so, please provide details and contact information for them: (for example: band, soloists, special guests, entertainers, ect.)

In addition to the selected songs for the wedding reception dances – Are there any particular type(s) of music that you would like the show to be primarily consists of?

Please indicate our choices by underlining or circling the following:

Country, Pop, Pop Rock, Rap, R & B (Motown), Disco – Funk,

Hard Rock, Rock, Classic Rock, Oldies (50's – 60's), Oldies (20 – 40's),

College / Alternative, Traditional (Waltz-ect), Specialty Songs, Line Dancing

Or ****All types of music are fine for the Reception – I leave it up to DJ Tom ****

Are there any particular songs that you **DO NOT** want played at your reception – Even if requested by Guests?

Any special requirements – restrictions of the Disc Jockey that you would like to request?

If there are any other requirements – concerns - questions – needs that you wish to express, please do so here – or attach a separate piece of paper.

Section #3 – Reception Organization

This section will ask a series of questions (and make suggestions) about the various activities that you may wish to conduct during your reception. Not all activities are mandatory – this is your wedding -- I attempt to make a few suggestions to you based upon my experience.

Note that these are only suggestions as to the order in which things are to be conducted – the order it is totally up to you.

If you need ideas for the songs, please review the wedding songs suggestion list that I have placed on my web site. If there is a special songs or recordings that you wish to be used that DJ Tom does not have – You are welcome to supply it, for it usage.

++++Please advise the DJ ahead of time if there are any special considerations for any of these dances / activities. An example of this would be introductions – perhaps the bride will be dancing with her stepfather and he is to be introduced as “The step-father of the bride.” Or any other circumstances that need to be acknowledged ahead of time++++

Before we start – A Suggestion from DJ Tom:

Not all wedding receptions run according to schedule or unexpected things may happen during them. The bride and groom are normally very busy with the guests and caught up in the moment – and are not available all of the time to make decisions to solve (address) these problems / issues. Due to this fact, I normally make the suggestion that you may wish to have someone act as a liaison with DJ Tom to make decisions in your place (or be able to run over and ask you). Normally, this duty is best preformed by a family member or someone in the wedding party. (But whom, is totally up to you)

Name of Liaison if you have one _____

During Cocktail - Dinner Section –

Cocktail – Dinner Music

_____ No
_____ Yes
_____ length Hrs(?)

Time in which you wish to have it played _____
(Suggestion: This dependant upon the size of your reception and how fast everyone gets to eat – normally an hour to two is standard)

Is there any particular type of music you wished played?
(if you aren't sure – this is something that can be worked out before the ceremony)

Blues – Jazz, Classical, pseudo-classical, standards, easy listening,
elevator music, light rock, oldies-country

+++++++ There is No additional charge for these services +++++++

Note: During this part of the reception there are several activities that take place in which you may require the use of a wireless microphone

Please indicate if these activities will take place and if you require equipment for it.

Bride & Groom Welcome / Thanking Guest

_____ No
_____ Yes -- Given by: _____
Require equipment (No / Yes) _____

Blessing

_____ No
_____ Yes -- Given by: _____
Require equipment (No / Yes) _____

Main Toast

_____ No
_____ Yes -- Given by: _____
Require equipment (No / Yes) _____

Cutting of the Cake

_____ No
_____ Yes
Require equipment (No / Yes) _____

Are there any family or religious traditions that DJ Tom should be aware of that are done during this part of the wedding reception?

Any other activities that you wish to perform during this part of the reception?

After Dinner Section -- Wedding Reception

What time would you like to schedule for this part of the reception to start? _____

(Note: this time is not written in stone – everything is flexible)

(Suggestions: normally this gets started about 45 minutes to 2 hours after the bride and groom have arrived at the reception – this gives plenty of time for everyone to do greetings, eat, do the dinner section activities and get in the mood for dancing)

1st Song – Traditionally the Bride / Groom Dance (please list song – artist)

The 2nd and 3rd dances are typically for the Family (Parents) dances.

Do you wish to have these?

Father – Daughter _____ No _____ Yes

Groom - Mother _____ No _____ Yes

Is there any order in which you wish this to take place.

(Traditionally the Father – Daughter dance is 2nd, and the Groom – Mother is the 3rd dance)

2nd Dance - For Whom? _____
(Song – artist) _____

3rd Dance - For Whom? _____
(Song – artist) _____

Notes: _____

The 4th dance is typically for the Wedding Party.

Is this what you would like to do next?

No – Yes: _____

If No – when? _____

If Yes: (song – artist) _____

The 5th dance is traditionally when you invite your other guests to join you and your wedding party on the dance floor.

Is this what you would like to do next? (Yes / No) _____

If No: what would you like to do Next? _____

If Yes: Do you have any song in particular that you wish played?

Are there any family or religious traditions that DJ Tom should be aware of that are done during this part of the wedding reception not listed?

Other Songs – Activities Section

This part will ask about various other dances and activities which you may wish to have done at your wedding. For song ideas, please refer to the list that I have posted in various places on my web site.

Parents Dance – (this refers to a separate dance conducted for the parents of the Bride and Groom)

_____ No

_____ Yes – When – any song in particular you wished used?

(Traditionally it is done during the first half of the reception – can be done for both sets of parents together or separately – please indicate as to which you would like to be done)

(Suggestion: A nice touch would be having the song(s) played that your parents had played at their wedding reception – or their song they first danced to – you get the idea)

Anniversary Dance – (This is where you invite all married couples to come up and dance)

_____ No

_____ Yes – When? Any particular song(s) you wished played?

(Suggestion: This is typically done at the halfway point or the 3/4th point in the reception)

Bouquet Toss

_____ No

_____ Yes – When? Any particular song you would like to be used – if any?

(Suggestion – Traditionally this is performed in the later half of the reception – usually right before or after the honeymoon (dollar) dance)

Garter Toss

_____ No

_____ Yes – When? Any particular song that you would like to be used – if any?
(Suggestion – Traditionally if done – it proceeds the Bouquet Toss)

Bridal – Dollar – Honeymoon Dance

_____ No

_____ Yes – How would you like it referred to as? _____

When ? (Traditionally this is done right around the halfway to 3/4th point in the reception)

– are there any songs in particular that you wish to be used for this dance?

(Suggestion: A mix of traditional & semi-current songs is always good – or let DJ Tom pick them for you)

Farwell Dance – Final song of the night and final tribute to the Bride and Groom

_____ No

_____ Yes - When? Is there any song in particular that you would like used?

Are there any family or religious traditions that DJ Tom should be aware of, that are done during this part of the wedding reception?

Are there any other activities that you wish to have done at your reception that are not listed here on this form?

Please list them – When they are to occur - and any particular songs used for them?
(note this section does not include line dances)

Is there any additional things that should be noted – anything that the DJ should be informed of – as to name usage – introductions – family traditions – religious activities – things not to say or refer to - ect??

*****Note: that any music supplied by the Bride & Groom or wedding party must be sent (and received) by DJ Tom no less than 4 weeks in advance. These materials must be either on: an store bought CD(s) or in duplicable MP3 format burned onto a readable CD. The music will be copied by DJ Tom and the originals returned to you.*****

DJ Requirements Section

(these are also listed in my contract)

- + This includes a 6-foot by 15-foot area for setup, space for setting up speakers and lighting equipment.
- + The Purchaser shall ensure that the place of engagement is open and available to the DJ at least two hours before and after the scheduled starting time of event.
- + The Purchaser will provide DJ Tom one table, at least 3' X 8' feet (larger is acceptable), in order to set up on. Also 1 – 2 chairs.
(Note that if you are using skirting on your other tables at the reception, it is acceptable to have some on the DJ's Table)
- + DJ Tom requires a minimum of one (if not two) 15-20-amp circuit outlet from a reliable power source within 50 feet (along the wall) of the set-up area. This circuit must be free of all other connected loads. Any delay in the performance or damage to DJ's equipment due to improper power is the responsibility of the purchaser. Two or more circuits are preferred, where possible.

Additional outlets on SEPARATE circuits for lighting are recommended, to be made available by the Purchaser.

- + The Purchaser is responsible for paying any charges imposed by the venue. These charges may include, but are not limited to, parking, use of electric power, and fire marshal permits if necessary (for use of fog).

