

# J&L ENTERTAINMENT

## Professional DJ and Karaoke Service

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Office: (843) 574-7642  
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## Wedding & Reception Planner

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**Please print out this form, fill out the following information and return to us at least two weeks prior to the event.**

**This is to better suit your Wedding Reception needs.**

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Reception Date \_\_\_\_\_ Customer Address: \_\_\_\_\_  
City \_\_\_\_\_ ZIP \_\_\_\_\_ Day Phone: \_\_\_\_\_ Eve Phone: \_\_\_\_\_  
Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_  
Time Wedding Ceremony Begins \_\_\_\_\_ Approximate Length \_\_\_\_\_ Travel Time to Reception \_\_\_\_\_ Reception Location: \_\_\_\_\_  
Time reception is to start \_\_\_\_\_ Ending Time \_\_\_\_\_  
DJ Location: On Stage \_\_\_\_\_ On Platform \_\_\_\_\_ Floor \_\_\_\_\_ Outside \_\_\_\_\_  
Space allotted for DJ: \_\_\_\_\_

### **\*NOTE\***

**We require approximately 15' width for equipment and lights. 8' without lights.**

Will you need dinner music? Yes \_\_\_\_\_ No \_\_\_\_\_

### **\*\*SETUP TIME\*\***

**We would like to begin setting up at least two hours prior to the start of your event and arrival of guests.**

Earliest set up time: \_\_\_\_\_  
Photographer \_\_\_\_\_  
Videographer \_\_\_\_\_  
Banquet Hall Manager \_\_\_\_\_  
Hall Address/Phone Number \_\_\_\_\_  
Florist \_\_\_\_\_ Cake Supplier \_\_\_\_\_  
DJ Attire: Tux \_\_\_ Jacket & Tie \_\_\_ Cool Casual \_\_\_ Theme \_\_\_\_\_ (Such as country)  
Will DJ also serve as Master of Ceremony? Yes \_\_\_ No \_\_\_  
Will you be using a Reception Coordinator? Yes \_\_\_ No \_\_\_  
If yes, Name of your Coordinator: \_\_\_\_\_

Approximate time you and your wedding party will arrive? \_\_\_\_\_

If dinner is served, approximate time of meal? \_\_\_\_\_

Dinner Type: Sit-Down \_\_\_\_\_ Buffet \_\_\_\_\_ Number of guests expected \_\_\_\_\_

If you have a buffet the DJ will invite the Bridal party to the buffet first followed by your guests.

When you arrive at your reception, an introduction of your Bridal Party will be made if you desire. The DJ can introduce the Wedding Party by name or the bride and groom only. The receiving line is an option, you may have it at the church, at the reception, or not at all. It is acceptable for the Bride and Groom to greet each table separately later during the reception.

This must be pre-organized for best appearance. This task usually is handled by your Reception Coordinator or Host/Hostess. Please list all members in the order they will walk down the aisle at the ceremony. This is the customary way to introduce the Wedding Party. It is important that the Wedding Party does not enter the reception venue before introductions are made.

Introductions of Ring Bearer/Flower Girl is optional. The introduction of the parents can also be optional if it would create an awkward situation such as those resulting from remarriages, divorce, widow, etc.

Will you have a receiving line? Yes \_\_\_\_\_ No \_\_\_\_\_

Bride's Parents \_\_\_\_\_

Groom's Parents \_\_\_\_\_

Bridesmaid #1 \_\_\_\_\_

Groomsman #1 \_\_\_\_\_

Bridesmaid #2 \_\_\_\_\_

Groomsman #2 \_\_\_\_\_

Bridesmaid #3 \_\_\_\_\_

Groomsman #3 \_\_\_\_\_

Bridesmaid #4 \_\_\_\_\_

Groomsman #4 \_\_\_\_\_

Bridesmaid #5 \_\_\_\_\_

Groomsman #5 \_\_\_\_\_

Bridesmaid #6 \_\_\_\_\_

Groomsman #6 \_\_\_\_\_

Maid or Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Bride and Groom (How you would like to be introduced)

\_\_\_\_\_

What time will dinner be served \_\_\_\_\_

Name/Title of person giving blessing \_\_\_\_\_

Toasts by the Best Man and Maid/Matron of Honor are usually done after everyone has been served, the bridal party has finished eating, and before the cake is cut. The DJ/KJ will observe the progress of dinner and suggest a proper time for the toast. A microphone will be available for the Best Man and Maid/Matron of honor or anyone else wanting to toast the Bride and Groom.

Best Man's Toast \_\_\_\_\_  
Maid/matron of honor toast \_\_\_\_\_  
List anyone else who'll give a toast \_\_\_\_\_

### **Cake Cutting**

This is usually done after the toasts while the guests are completing their meal. This keeps the reception moving along and allows the guests to be served cake immediately after dinner. Most photographers also prefer this schedule. This is especially important if the photographer is only scheduled to be at the reception for a limited time.

### **First Dance**

The Bride and Groom dance at this time to a previously selected song of their choice. This is suggested since the toast, cake cutting, and first dance require everyone's attention and for the Bride and Groom to be together. The DJ will make the appropriate announcements.

List song and artist for Bride & Groom's First  
Dance \_\_\_\_\_

### **Bridal Party Dance**

This is a tradition, but also an option. The purpose is to honor the Bridal Party. It can be performed to a separate song or can be combined with the parents' dance. A previously selected song will be played. The DJ will make the necessary announcements.

List song and artist for Bridal Party  
Dance \_\_\_\_\_

### **Parent's Dances**

This is an option. The purpose is to honor the Parents of the Bride and Groom, Mother/Son, and Father/Daughter. The Mother/Son and Father/Daughter dance can also be combined into one. Previously selected songs will be played. The DJ will make the necessary announcements.

Parent's Dance Y \_\_\_\_\_ N \_\_\_\_\_  
If yes, list song and  
artist \_\_\_\_\_

Bride dance with Father Y \_\_\_\_\_ N \_\_\_\_\_  
If yes, list song and  
artist \_\_\_\_\_

Groom dances with Mother Y \_\_\_\_\_ N \_\_\_\_\_  
If yes, list song and  
artist \_\_\_\_\_

### **Bouquet and Garter**

By following the first dances with this tradition, you will keep the attention of your guests and

the photographer will already be on the floor.

Tossing of Bouquet Y\_\_\_\_\_ N\_\_\_\_\_

Throwing of Garter Y\_\_\_\_\_ N\_\_\_\_\_

Person who catches Garter puts it on person who catches Bouquet? Y\_\_\_\_\_ N\_\_\_\_\_

This can be very entertaining to your guests! But, we will only do this if the persons catching the bouquet and garter are "of age". This is not appropriate for children to do.

### **Open Dancing**

The dancing atmosphere at this time is usually held to a moderate tempo and will pick up throughout the evening. The DJ will observe the audience and adjust the music as necessary.

### **Dollar Dance**

This is an option. Some may refer to this as the Honeymoon dance or Money dance. The DJ will make announcements to assist in coordinating the dance. The presence of the Best Man and Maid/Matron of Honor is also required. The Dollar dance is a long standing tradition. We usually do this after about an hour of open dancing.

Dollar Dance Y\_\_\_\_\_ N\_\_\_\_\_

### **Open Dancing Continues**

The rest of the reception will be open dancing with music selection to suit you and your guests.

The tempo will pick up. Interactive dances will be arranged by the DJ. If the reception is going late and several guests are remaining as the end nears, additional hours can be arranged at this time if the venue manager agrees.

### **Last Dance**

This is an option, also. The song usually used is the same as the first dance song. A different song may also be chosen.

Last Dance? Y\_\_\_\_\_N\_\_\_\_\_

If yes, list song and  
artist\_\_\_\_\_

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### **The Music**

This section is concerned with helping you to understand a few important facets of the music that will be played to make your wedding reception a success. Music comes in all styles. Casual or sophisticated; classical or rock; reggae or jazz; polka or pop. It is played loud or soft and fast or slow. It appeals to young and old. It can make you feel lively or lethargic. Music is a common element of everyday life, but for your wedding celebration, the music should be extraordinary and special.

### **Styles**

Playing a variety of music styles is a big part of our programming that will make the dancing segment of your wedding reception a huge success. It is impossible to play any one specific type of music that will appeal to everyone. Ethnic tunes, oldies, and today's hits are combined in a cohesive presentation to allow your guests the opportunity to participate in your celebration, and enjoy themselves on the dance floor. Playing heavy metal or gangsta rap, for example, will upset

and displease some of your guests while pleasing a very small minority. People often request songs that do not "fit in" with your intended programming, or they may request inappropriate songs, such as those about divorce. We do not honor such requests nor, will songs with explicit lyrics be played if minors are present.

### **Requests**

You may have specific songs which you would like to have played during your reception, and you may prefer to eliminate certain songs or kinds of music. We do however, discourage you from setting the entire music format as this is rarely successful. Our years of experience are the best judge of what will get your guests up and dancing. We will also accept danceable requests from your guests.

### **Sound Levels**

Music volume will be kept at an appropriate level so it doesn't "interfere" with the event.

Through out all segments of the reception, cocktail hour, dinner and dancing, the music will add to the proper atmosphere. During dinner the music will be loud enough to fill in any "dead" air that may occur while people are enjoying their meal. However, the music level will not be so loud that it is distracting when you are engaged in normal conversation. As the event progresses into the dancing portion of the event, the volume will increase. The increase will be mainly concentrated on the dance floor. This will add to the excitement of the party and help to entice your guests to the dance floor. Some people may prefer conversation over dancing. They should be able to find quieter areas away from the dance floor. Usually those that complain about the volume are those sitting in front of the speakers!