



Soundsgood Productions

Mobile Disc Jockey Service

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Reception Planner

Name of Party: _____

Date of Reception: _____ Location: _____

Where is the Wedding Ceremony (if any) _____ Time: _____

What time does the reception start? _____ Is this the DJ's Contracted Start Time? *yes / no*

Will there be a Wedding Party receiving line at the reception? *yes / no*

Shall the DJ announce the entrance of the Wedding Party? *yes / no* Appx. Arrival Time: _____

Music for the Grand Entrance: *Husker "Tunnel Vision" song / Something Classier /* _____

*On the **wedding party page**, please circle the parents and wedding party members you would like announced.*

Will there be a cocktail/Social hour before meal? *yes / no.* Is alcohol being served at this event? *yes / no*

Meal Type: *Served / Buffet Line / Finger Food* Starting _____ Provided by _____

There will be a *Prayer / Benediction / none* given by _____ before dinner.

There will be a Cake Cutting: *yes / no.* This will happen *upon arrival / after dinner / after first few dances.*

Will there be a Bridal Toast? *yes / no* This will be *before dinner / shortly after dinner /* _____

Who is planning on giving a Toast _____

Champagne for Toast? *head table only / all guests / none* (Will a meal be provided for the DJ? *yes / no*)

Please list which dances you would like and in which order. Traditional dances are Bride and Groom (First Dance), Wedding Party, Bride and Father, Groom and Mother, Parents/Grandparents, etc. Dances can be shortened if the party feels too self-conscious or if party members are elderly. You can also have one party start a dance with another party joining them halfway through the song, if you'd like (use the "joined by" line). If you need any help in picking songs, I would be happy to make suggestions.

Approximately when should the first dance begin? _____

First Dance: _____ (joined by _____)

Song: _____ by: _____.

Second Dance: _____ (joined by _____)

Song: _____ by: _____.

Third Dance: _____ (joined by _____)

Song: _____ by: _____.

Fourth Dance: _____ (joined by _____)

Song: _____ by: _____.

Garner Removal? *yes / no* When will this happen? _____

DJ should play *The Stripper / Rock and Roll pt II / Bad to the Bone /* _____

Toss or Auction Off the Garner? _____ Who will be the Auctioneer DJ / _____

Bouquet Throw? *yes / no* The DJ should play *Girls Just Wanna Have Fun /* _____

Will there be a *Dollar Dance / Last Chance Dance?* (A Last Chance Dance is a “Free” Dollar Dance)

(Traditionally the Maid of Honor and Best Man take the money and help move people through the line.)

Music for Dollar Dance: *DJ’s Choice / List of songs on Back* (Usually 3 to 6 songs does it)

Participation Dances: Circle what you definitely want — cross off what you definitely don’t want. Anything unmarked will be done at the discretion of the DJ. *Note: Keep in mind - these are my “secret weapons”! Even though you may think the chicken dance is super corny (it is), many enjoy it and most will participate and enjoy themselves. I will never play anything that I think is too “tacky” for your particular crowd.*

- | | | | | | |
|------------------------|----------------------------|--------------------------|--------------------|-------------------|-------------|
| Electric Slide | Macarena | Chicken Dance | Hokey Pokey | Bunny Hop | YMCA |
| Cotton-Eyed Joe | The Flying Dutchman | The Cha-Cha Slide | The Limbo | Conga Line | |

Any special dedications? #1 _____

#2 _____

Last Dance: _____ When? _____

The couple is leaving to honeymoon: *that night / next day / it’s a secret - mind your own stinkin business* ☺.

What time is the reception expected to end? _____ Is this the DJ’s contracted End Time? *yes / no*

Is it open to the public? *yes / no* If so, would you like SGP to provide posters? *yes / no* How many _____

Is your professional photographer coming to the Reception? _____ Until what time? _____

Who is in charge of paying Balance Due to the DJ by the end of the night _____

Is there a certain time that everything has to be out of the hall? _____

---Please list any additional instructions or comments on the back ---

The DJ will call to confirm / review this planner about **10 days** prior to reception - *or other:* _____

Would you also like a call as soon as the DJ receives this form? *yes / no* An e-mail? *yes / no*

Please call: name _____ at phone # _____ best time _____

Please complete this planner and return it to me a month or two before your Wedding Day. If you’ve got any questions, aren’t sure about something or just need some ideas - GIVE ME A CALL. I am more than happy to help. I am *WORKING FOR YOU* and will do my best to make your reception *just right*. Also if there are any special activities or family traditions you’ve got planned, just let me know. A program from the ceremony is helpful to me if someone can get one to me that night and if you’ve got an extra wedding invitation to send me, feel free.

- Chris Gangstad - Your DJ 2

WEDDING PARTY

Brides Name: _____ age _____ Groom's Name: _____ age _____

Home Phone Number: (____) _____ Home Phone Number: (____) _____

Work Phone Number: (____) _____ Work Phone Number: (____) _____

Workplace _____ Workplace _____

Address: _____ Address: _____

e-mail: _____ e-mail: _____

Future Address: _____

Please fill in the following lines so I know who everyone is. If introductions are to be made during the Grand Entrance, please circle the title of whom you want introduced. (ex.. Bridesmaid Jane Doe)

Bride's Grandparents _____ Groom's Grandparents _____

Bride's Parents _____ Groom's Parents _____

Maid / Matron of Honor _____ **Best Man** _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Bridesmaid _____ Groomsman _____

Flower Girl _____ Ring Bearer _____

The way you'd like the bride and groom to be announced: _____

Is there a Wedding Coordinator? *yes / no* Name: _____

Does the Bride have a Personal Attendant? *yes / no* Name: _____

Anyone else the DJ needs to know? _____

Music Request Sheet

A wedding reception typically has guests of every age and background with a wide variety of musical tastes, and Soundsgood Productions will try to play something for everyone. Use this music request sheet to let me know what YOU think your family and friends will enjoy and what they will DANCE to. Keep in mind that some songs are great for listening to but might not be the best thing at your wedding reception (*I will try to talk you out of Stairway to Heaven and Hotel California, although I do have them*).

Please rate the following as to how much of each style / period you'd like played during dancing:

- | | |
|---|--|
| <div style="display: flex; flex-direction: column; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">none</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">a little</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">some</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">a lot</div> </div> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current Pop Hits / Top 40
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hip Hop / Rap
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Dance / Club Remixes
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 80's / Retro Dance
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Disco / Funk
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 70's / Classic Rock
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current Alternative & Rock
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Hard Rock / Heavy Metal |
|---|--|

- | | |
|---|--|
| <div style="display: flex; flex-direction: column; align-items: center;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">none</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">a little</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">some</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: small;">a lot</div> </div> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Current Country
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Classic Country
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 40's / Big Band / Swing
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 50's and 60's Rock and Roll
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Classic R & B / Motown
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Standards / "Rat Pack"
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Polkas
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Adult Contemporary |
|---|--|

Songs that we *do* want played: _____

Songs that we *do not* want played: _____

Any special instructions for the Dinner Music?: _____

Note: This sheet gives me an idea of what you've got in mind and what your families and friends may listen to. I am very good at reading a crowd and playing music that the vast majority of guests respond well to. Don't worry too much about "micro-managing" the music selection unless you've got a very particular crowd or a themed event. Try to trust my judgment - *that's why you've hired me*.