



Island Entertainment

Wedding Reception Planner

Bride and Groom Information:

	Bride	Groom
Name:		
Home Phone:		
Cell Phone:		
Work Phone:		
Email:		
Fax:		

Current Address: _____

After Wedding: _____

Location and Vendor Information:

Date of Function: _____ Location: _____

Address & Directions: _____

Island Entertainment provides music for: ___ Ceremony ___ Cocktail Hour ___ Reception

Is Ceremony, and Cocktail Hour / Reception at same location: ___ Yes ___ No

If No: What is the location of the Ceremony: _____

Address & Directions: _____

What Time is Ceremony: _____ Cocktail Hour: _____ Reception: _____

What time can we set up Ceremony: _____ Cocktail Hour/Reception: _____

Preferred Attire for DJ / Host: ___ Tuxedo ___ Jacket & Tie ___ Shirt & Slacks

Vendor	Name	Phone Number	Email
Location Contact			
Event Planner			
Caterer			
Photographer			
Videographer			

Ceremony: (Complete this section only if we are providing the music for the Ceremony)

Musical Selections:

Pre-Ceremony (general style): _____

Processional / Wedding Party (specific): _____

Processional / Bride (specific): _____

Recessional (specific): _____

Other: _____

Cocktail Hour:

Hours Begins: _____ Ends: _____

General Style of Music: _____

Other: _____

Reception:

Hours: Begins: _____ Ends: _____

Who is Hosting Reception: _____

Hosts Relationship to Bride and/or Groom: _____

Approximate Number of Guests Expected: _____ Primary Age Group: _____ to _____

What time will the guests arrive: _____ What time will bridal party arrive: _____

Time guests will be seated for dinner? _____ Type of Meal: Sit down Buffet Stations

Introductions of the Bridal Party:

Below you will find the usual order for introductions of the Bridal Party. Please list the names in the order of their introduction. If there are special circumstances, such as divorced or remarried parents, which affect the Introductions or the First Dance, please be sure to make note on this form, in order to make special arrangements. Please print or type a phonetic pronunciation where applicable. Thank you.

Who is in the Introduction Line:

___ Bride & Groom Only ___ Parents first, then Bride & Groom ___ Entire Wedding Party

Parents of the Bride: _____

or

Mother of the Bride & Escort: _____

Father of the Bride & Escort: _____

Parents of the Groom: _____

or

Mother of the Groom & Escort: _____

Father of the Groom & Escort: _____

Flower Girl: _____

Ring Bearer: _____

Please list in order of Introduction:

Bridesmaids

Groomsmen

_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____
_____	&	_____

Maid/Matron of Honor: _____

Best Man: _____

Bride & Groom (as you would like to be announced)

Other / Special Instructions: _____

Formalities:

Highlights:

Below is a menu of the most popular wedding reception highlights. Please choose the events you would like to take place during your reception.

(Note: This page is only designed to indicate whether or not you will be having these events and to determine what order that you would like them to be in. Please place a check mark and the number of the order in which you would like these events (note you do not have to have all of these events if you do not want to)

(Check all that apply)

Include	Order #	
		Introduction of the Bridal Party/Grand Entrance
		Bride & Groom's First Dance
		Toast from the Maid/Matron of Honor
		Toast from the Best Man
		Blessing before Dinner
		Cake-cutting Ceremony
		Father/Daughter Dance
		Mother/ Son Dance
		Wedding Party Dance
		Garter/Bouquet Ceremony
		Dollar/Money Dance
		Other (Please Specify)
		Other (Please Specify)
		Novelty/ Audience Participation Dances * circle as many as you like Electric Slide - Macarena - Locomotion - Chicken Dance - Hokey Pokey - Cha' Cha' Slide - Y.M.C.A. - Other: (please specify)

Bride & Groom's First Dance:

Immediately Following Introductions After Meal Other (specify)

Song Selection Title: _____ Artist: _____

During the First Dance, the Bride and Groom will be joined by:

- Bride and Groom will dance alone the entire song.
- Bride & Groom , Parents, then Wedding Party.
- Bride & Groom, then Parents and Wedding Party all at once.
- After Wedding Party, invite all guest to dance? Yes No

Special Instructions: _____

Note: If there are special circumstances, such as divorced or remarried parents, which would affect the first dance, please be sure to make notes under special instructions.

Blessing:

If you are having a blessing(s) before the meal, who will offer it and what is his/her relationship to the Bride and Groom? _____

Toast(s):

If you are having toasts(s) or welcoming(s), who will make them, what is their relationship to the Bride or Groom, and when will they make their speech?

- 1) _____ (relationship) _____ (when) _____
- 2) _____ (relationship) _____ (when) _____
- 3) _____ (relationship) _____ (when) _____
- 4) _____ (relationship) _____ (when) _____
- 5) _____ (relationship) _____ (when) _____

Cake Cutting:

When will you Cut the Cake? _____

Will the Wedding Cake serve as dessert, or will there be a separate dessert course? _____

Song Selection Title: _____ Artist: _____

Father/Daughter Dance:

Do you want a special dance for the Bride and her Father? ___ Yes ___ No

Song Selection Title: _____ Artist: _____

Do you want a special dance for the Groom and his Mother? ___ Yes ___ No

Song Selection Title: _____ Artist: _____

Do you want a special dance for the Wedding Party? ___ Yes ___ No

Song Selection Title: _____ Artist: _____

Garter and Bouquet:

Will you have the traditional bouquet toss? Yes No

When? _____ (Approx time) _____

Will you also have the traditional garter removal and toss? Yes No

Do you want the male that catches the garter to place it on the leg of the female who catches the bouquet? Yes No

Dancing the Night Away:

SPECIAL ACTIVITIES: (i.e. group photos, ethnic dances, ceremonies, rituals, dollar dance, snowball dance, limbo, games) _____

Genre of Music:

Please check the types of dance music you believe your guests would enjoy during your event.

Current/Top 40 Adult Contemporary Rock & Roll Classic Rock

Oldies (50-60's) Motown Alternative/New Rock Big Band/Swing

Country Disco/Retro Urban/Rap Slow Dance Techno/ Dance

A good mix of all of the above as our party develops

We do have several thousand song titles available for each wedding reception. However, we do not claim to have every song title. If you come across a song title that you want, you can ask if we have it, or even supply the CD/ MP3 to us. All music supplied to the DJ will be returned. You can list the song titles below that you want played during your reception. Every effort will be made to play each one.

Title/Artist

(Additional requests may be written on a back of this form.)

Also please list any songs NOT to be played!

Will there be internet service available at the reception? ___ Yes ___ No

Just a Thought:

Keep these ideas in mind for you and your guests, so that everyone has an enjoyable reception.

If you have assigned seating for dinner, seat your younger guests closer to the sound system. If you have a large Bridal Party, consider dedicating a special dance to them. This will allow plenty of time for your photographer to get candid shots of the bridal party!!!

If your caterer or event planner has prepared a detailed itinerary (time line) please be sure that you forward a "final" copy to us ahead of time. We are always happy to discuss this "game plan" with you and make suggestions.

Much time has gone into putting together this packet of information, which should help you in the planning of your Special Day. Thank you for completing this information form. We hope it has been helpful to you and we are sure it will be helpful to us.

If by any chance there is something that has been overlooked feel free to consult with us and we will be more than happy to accommodate your requests, and if at any time you have questions, whatever they may be, don't hesitate to call us. We will do our best to answer your concerns.

If there have been any changes to your starting time since our initial meeting, please contact us, so that we can make the appropriate arrangements. Thank you!!

In the coming weeks, we look forward to meeting, and working with you!

Sincerely,

D.J. Steve Smith (239) 878-0512

D.J. Paul Willhite (239) 333-9837

D.J. Frankie Harris (516) 425-3781