



Complete Music
DISC JOCKEY SERVICE



complete
VIDEO

RECEPTION PLANNER

CREATING & CAPTURING LIFELONG *memories*

Please complete and submit this form at least 30* days prior to your event.

*Additional Production Time is Required for Media Event.

GENERAL INFORMATION

Date of Event _____ Number of guests (approximately) _____
 Reception Location _____ Contact _____ Phone _____
 Address/Directions _____
 Bride's Name _____ Phone (Home/Cell) _____
 Email _____ Phone (Work) _____
 Groom's Name _____ Phone (Home/Cell) _____
 Email _____ Phone (Work) _____
 Do you have a wedding web site? _____
 Check how you would like your DJ to dress. Formal Semi-Formal Casual Other _____
 Check the DJ personality you prefer. Outgoing Moderate Easygoing
 What is the best time of day/week for your DJ to contact you? _____
 In order to help your reception flow smoothly, your DJ will coordinate with your reception hall staff, caterer, photographer and videographer.
 Caterer _____ Contact _____ Phone _____
 Photographer _____ Contact _____ Phone _____
 Videographer _____ Contact _____ Phone _____

DJ SET-UP & RECEPTION FLOW

Your DJ would like to begin setting up at least one hour prior to your contracted times. Please have one table (at least six feet in length) placed where you would like the DJ to perform. Placement of your DJ is vital to the successful outcome of your event; all announcements and the focus of your reception will flow through the DJ system. Please call us if you have any questions.

What time is your ceremony? _____ What time will your guests arrive at the hall? _____
 What time is your reception? Start _____ End _____ What time will the bride and groom arrive at the hall? _____
 Would you like your DJ to be set up before your guests arrive? yes* no *Early set-up time is available; please call us for details.
 Will you be serving: Hors d'oeuvres Seated Dinner Buffet If so, what approximate time? _____
 Will there be a blessing before the meal? yes no Who will give the blessing? _____
 Would you like the DJ to announce the bride and groom upon arrival? yes no
 How would you like to be introduced? _____
 Will the wedding party arrive with the bride and groom? yes no Would you like them introduced? yes no
 Introduction comments _____

BRIDESMAIDS

Maid / Matron of honor _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 Flower Girl _____
 Ushers _____

GROOMSMEN

Best Man _____
 2 _____
 3 _____
 4 _____
 5 _____
 6 _____
 Ring Bearer _____
 Ushers _____

Please check below the activities which may take place at your reception.

Receiving Line Dinner/Buffer Cake Cutting Video Slide Show Toasts Bouquet Toss Garter Toss
 Dollar Dance Other(s) _____

SPOTLIGHT DANCES

Check the special dances you would like at your reception. List the song title and artist for each. If the song you have chosen is not listed in Complete Music's online song listing, please provide it for your DJ on CD (audio format).

- Bride/Groom Dance _____
- Father/Daughter Dance _____
- Mother/Son Dance _____
- Combined Father/Daughter & Mother/Son Dance _____
- Parents' Dance _____
- Parents' Names (Bride's) _____ (Groom's) _____
- Wedding Party Dance _____
- Combined Parents' & Wedding Party Dance _____

ICEBREAKERS

Your Complete Music DJ has been trained to help your guests become part of your celebration through the use of Icebreaker Dances. Check the Icebreaker Dances you want performed at your event.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Bird (Chicken) Dance | <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Flying Dutchman | <input type="checkbox"/> Survivor |
| <input type="checkbox"/> Cha-Cha Slide | <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Twist |
| <input type="checkbox"/> Conga Line | <input type="checkbox"/> Limbo | <input type="checkbox"/> YMCA |
| <input type="checkbox"/> Cotton-Eyed Joe | <input type="checkbox"/> Locomotion | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Country Line Dances | <input type="checkbox"/> Macarena | _____ |
| <input type="checkbox"/> Cupid Shuffle | <input type="checkbox"/> Snowball Dance | |

Your DJ will exercise professional discretion and only use the Icebreakers necessary to keep your event lively. Any Icebreaker not marked may be used unless we are otherwise instructed. Please list any comments you may have concerning these dances. _____

MUSIC VARIETY

Your DJ may take requests from your guests and play requests based upon your music style selections. Please select the music styles you want played at your event.

- | | | | | |
|---|------------------------------------|----------------------------------|---|---|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> 80's | <input type="checkbox"/> R&B | <input type="checkbox"/> Classic Country | <input type="checkbox"/> Polkas/Waltzes |
| <input type="checkbox"/> Top 40 | <input type="checkbox"/> 70's | <input type="checkbox"/> Rap | <input type="checkbox"/> Contemporary Country | <input type="checkbox"/> Big Band/Jazz |
| <input type="checkbox"/> 90's | <input type="checkbox"/> 50's/60's | <input type="checkbox"/> Hip-Hop | | <input type="checkbox"/> Other _____ |

Would you like your DJ to take your guests' requests? yes no

Please select songs from our online song listing and list some of the songs you know you definitely want your DJ to play. When selecting songs, please remember that only 12-18 songs can be played during one hour, and that your guests may also make requests at your event.

Title and/or Artist	Title and/or Artist
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Songs not listed may be provided from your personal collection. Do you wish to bring music from your personal collection? yes no
(Please contact our office if the format of your music will not be on CD.)

Please list any "DO NOT PLAY" titles and/or artists. _____

BIOGRAPHY QUESTIONS & MEDIA EVENT TRIVIA

The following biography information allows us to better personalize your reception by providing trivia throughout the course of your event. Please provide only the information which you are comfortable sharing with others. **Required for the Media Event.**

BRIDE QUESTIONS

- Where did you grow up? _____
- What high school did you attend? _____
- Where did you attend college? _____
- What instrument did you play? _____
- What sports did you play? _____
- What year did your parents get married? _____
- What is your favorite type of food? _____
- What is your favorite drink? _____
- What is your favorite cartoon? _____
- What color are your eyes? _____
- What is your favorite color? _____
- What is your pet peeve? _____
- What is your favorite band? _____
- What was your favorite movie as a child? _____
- What did you collect when you were young? _____
- What was your first car? _____
- What is your nickname? _____
- What is your favorite movie? _____
- What is your future career? _____
- Miscellaneous or interesting facts? _____
-

GROOM QUESTIONS

- Where did you grow up? _____
- What high school did you attend? _____
- What college did you attend? _____
- What sports did you play? _____
- What instrument did you play? _____
- What is your favorite food? _____
- What is your favorite type of drink? _____
- What is your favorite cartoon? _____
- What color are your eyes? _____
- What does she say you think you're an expert in? _____
- What was your first car? _____
- What is your nickname? _____
- What is your favorite band? _____
- What is your future career? _____
- Miscellaneous or interesting facts? _____
-

COUPLE QUESTIONS

- How long have you known each other? _____
- How long have you been dating? _____
- How long have you been engaged? _____
- Who introduced you? _____
- Where did you meet? _____
- Where did he propose? _____
- Where was your first kiss? _____
- What did you do on your first date? _____
- What is your favorite restaurant? _____
- Miscellaneous or interesting facts about your relationship? _____
-

MEDIA EVENT INSTRUCTIONS

The following instructions will help us create the slide shows for the specialty dances and dinner trivia. We will need approximately 20 to 25 pictures for each section. Pictures in each section should be numbered from oldest to newest. Prints should be labeled on the back in the order they should appear in the slide show. If you have a mix of prints and digital images please number each accordingly. The section with the bride and groom together should begin at the time they started dating and end with an engagement picture (if available).

Please include a CD with the songs for each slide show, as well as the song you would like used for your Same-Day edit. **All music for the Media Event must be provided by the client. Please submit this form, images and music at least 45 days prior to your event to avoid rush charges which may apply.**

Photos of Bride Growing Up

Number of Pictures: _____ Song Selection: _____

Photos of Groom Growing Up

Number of Pictures: _____ Song Selection: _____

Photos of Bride & Groom Together

Number of Pictures: _____ Song Selection: _____

Photos of Bride & Father

Number of Pictures: _____ Song Selection: _____

Photos of Groom & Mother

Number of Pictures: _____ Song Selection: _____

Name you would like printed on DVD: _____
(Example: "Ben & Lindsey's Wedding" or "The Smith Wedding")

NOTES/SPECIAL INSTRUCTIONS

Thank you for booking Complete Music & Video. We look forward to entertaining you.