

other professionals

name of on-site contact	
photographer	time they will be leaving
videographer	
caterer	
other	

two weeks notice

Please be sure to return this planner **two weeks** prior to your reception. Many also find this to be a convenient time to send in their remaining balance, along with the highlighted playlist. If you wish to take care of your balance using your credit card, simply call our office to do so.

do you have questions?

With your music list and this planner in-hand, our Operations Manager will call you **the week of your reception** to go over any last minute details. Feel free to **call us** in the meantime if you have any comments or questions.

1 800 944 9585

local 925 944 5021

2245-B Morello Avenue • Pleasant Hill, CA 94523

www.djay.com

**DENON
& DOYLE**
disc jockey company

wedding reception planner

**“together,
we’ll make your day
unforgettable”**

bride/groom to be

site of celebration

date of event

our performance

We want you to look back on your wedding day and tell yourself one thing:

"It was perfect!"

To make sure of this, we will be *at your service* during the reception. Please give us an idea of how you would like to see us perform by marking the appropriate options below.

attire...

- Tuxedo
- Shirt & Tie
- Other _____ (i.e.. tropical, club, polo shirt & shorts)

on the mic...

- Conservative and classy. Little to no crowd interaction. Just a nice blend of music.
- Match the mood of the crowd. Disc Jockey has flexibility to interact with the guests both on and off the microphone as needed. Still, be conservative with the personality.
- Be active and entertaining. Encourage people to dance. Be vocal if needed.

music selection...

- Disc Jockey has complete control of music and should read the crowd, take requests, and play what everyone seems to like. (We keep in mind any of your pre-selected music.)
- Play primarily from your list of pre-selected music. Also play requests and any music the crowd seems to respond to.
- Play **ONLY** from your list of pre-selected music, along with minimal requests.

coordinating events...

- Disc Jockey has control of events. DJ should work around schedule given and make decisions on timing of events. (We will inform concerned parties before we announce them.)
- Other people will be coordinating the events. DJ should make announcements and help where they can.
- Disc Jockey is not needed to help with coordinating. Announce the events when told to do so.

* If applicable,

Name of Coordinator _____

Time they will be leaving _____

ceremony details

After performing at over 20,000 weddings, we've developed a series of questions designed to cover all aspects of your wedding reception. Please complete this worksheet for your DJ and return it within **2 weeks** prior to your event.

Ceremony Time _____

Ceremony Location _____
 same as reception

Are we performing during your ceremony? Yes No

If so, please give us some details. **If not**, just move on to the next page.

Bridesmaids' Processional Song

Title _____ Artist _____

Bride's Processional Song

Title _____ Artist _____

Recessional Song

Title _____ Artist _____

*Need help selecting your ceremony music? Ask for our **FREE** Ceremony Music Sampler CD.

Will you have anyone **reading** or **singing** during your ceremony? Yes No

Name _____ Will they need a microphone? Yes No

Name _____ Yes No

Notes regarding additional events

party introductions

What time will the guests be arriving at the reception? _____

Parents of the Bride _____

Parents of the Groom _____

Attendants [bridesmaids & ushers]

row 1 _____ & _____

row 2 _____ & _____

row 3 _____ & _____

row 4 _____ & _____

Flower Girl _____ **Ring Bearer** _____

Best Man _____

Maid/Matron of Honor _____

Bride & Groom _____

Announced as _____

Please note any special circumstances with bridal party or parents:

special dances

Your First Dance*

Title _____ Artist _____

Father & Daughter Dance*

Title _____ Artist _____

Will the Groom and his Mother join in? Yes No

Bridal Party Dance*

Title _____ Artist _____

Invite only Bridal Party at beginning Invite Parents & Bridal Party at beginning

Invite all guests half-way thru

Farewell Dance*

Title _____ Artist _____

*Take a look at our music list or website [www.djay.com] for suggestions.

order of events

Please number the following events in the order you plan to see them take place. Write "NO" next to any events not wanted.

order

Bridal Party Introductions

Toast by Best Man Served Champagne Toast
 Guest Choice of Beverage

The Meal Buffet Served
 Food Stations

First Dances

Cake Cutting

Bouquet & Garter Toss

Farewell Dance

Other Events please describe:

(please put additional notes in area provided below)

Notes regarding these or other events

