

Agreement #: \_\_\_\_\_ Client Name(s): \_\_\_\_\_ Event Date: \_\_\_\_\_



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## Wedding Reception Planner

Thank you for choosing Central Missouri Sound to be your DJ entertainment for your wedding. We will work for you to make your event a good time for all.

Central Missouri's goals for your wedding dance are:

1. To make sure that your dance runs as smoothly as possible and as you want it to.
2. To make sure that your guests have a fun and memorable time.

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

### General Information:

Bride's Name: \_\_\_\_\_ Phone # Home: \_\_\_\_\_  
Phone # Work: \_\_\_\_\_  
Phone # Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone # Home: \_\_\_\_\_  
Phone # Work: \_\_\_\_\_  
Phone # Cell: \_\_\_\_\_  
Email: \_\_\_\_\_

Date of Reception: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Hall Name: \_\_\_\_\_ Hall Address: \_\_\_\_\_  
Hall Phone #: \_\_\_\_\_ City: \_\_\_\_\_  
State & Zip: \_\_\_\_\_

How would you like your DJ to dress? (Circle) Tux (Extra charge) - Business Casual - Casual

### Set-Up Time:

Your DJ would like to start setting up one hour before the start of your dance. Please have one table (at least 6 feet long) placed where you want the DJ to perform. We need at least 15 feet of space to set up the system.

What time is your ceremony? Start: \_\_\_\_\_ End: \_\_\_\_\_

What time is your reception? Start: \_\_\_\_\_ End: \_\_\_\_\_

What is the approximate time for music? Dinner Music - Start: \_\_\_\_\_ End: \_\_\_\_\_ N/A  
Dance Music - Start: \_\_\_\_\_ End: \_\_\_\_\_

What time will your guests arrive at the hall? \_\_\_\_\_

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What time will the Bride & Groom arrive? \_\_\_\_\_

Will you be serving? Yes / No (circle one) Sit down meal - Buffet meal - Hors d'oeuvres  
Start time? \_\_\_\_\_

Will there be a blessing? Yes / No Who will give the blessing? \_\_\_\_\_

### Reception Flow:

Would you like the DJ to introduce the Bride and Groom when they arrive? Yes / No

How would you like the Bride & Groom Announced? \_\_\_\_\_  
\_\_\_\_\_

Would you like the DJ to introduce the Wedding Party? Yes / No

Bridesmaids

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Groomsmen

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

The following list of items may occur at your dance, please circle the items you want to have at your reception.

Receiving Line

Toast to the Bride & Groom

Bouquet Toss

Garter Toss

Dollar Dance

Anniversary Dance

### Beginning of the Reception Dances:

Bride and Groom Dance: Song & Artist: \_\_\_\_\_

Father and Bride Dance: Song & Artist: \_\_\_\_\_

Mother and Groom Dance: Song & Artist: \_\_\_\_\_

Parents Dance: Song & Artist: \_\_\_\_\_

Bride's Parents names:

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Groom's Parents names:

Mother: \_\_\_\_\_

Father: \_\_\_\_\_

Wedding Party Dance:

Song & Artist: \_\_\_\_\_

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### Music Variety:

Your DJ may take requests from your guests and play ONLY the requests based on YOUR music style selections. Please circle the music styles you want played at your event.

Complete Variety  
80's  
50's  
Country  
Waltzes

Top 40  
70's  
R & B  
Country Oldies  
Big Bands

90's  
60's  
Alternative  
Polkas

Please indicate the type of music you DO NOT WANT played at your event: \_\_\_\_\_

Please list the "30 Must Have" songs that the Bride and Groom want played at the event:

- |     |     |
|-----|-----|
| 1.  | 16. |
| 2.  | 17. |
| 3.  | 18. |
| 4.  | 19. |
| 5.  | 20. |
| 6.  | 21. |
| 7.  | 22. |
| 8.  | 23. |
| 9.  | 24. |
| 10. | 25. |
| 11. | 26. |
| 12. | 27. |
| 13. | 28. |
| 14. | 29. |
| 15. | 30. |

### Icebreakers:

Central Missouri Sound wants to make sure your guests enjoy themselves and become part of the celebration. We occasionally use Icebreaker dances to get people involved in the event. Please select from the list below the types of Icebreakers that you would like to have at your dance. (circle)

Chicken Dance  
Conga Line  
Electric Slide  
Locomotion  
Stroll

Bunny Hop  
Cotton Eyed Joe  
Hokey Pokey  
Macarena  
Party Train

Cha Cha Slide  
Country Line Dances  
Snowball Dance  
Limbo  
Disco Fever

Other Dances you may have seen but are not listed above: \_\_\_\_\_

### Special Attention, Announcements, Dedications, or Requests:

Are there any special announcements that you would like to have announced during the event? We are happy to announce Birthdays, Anniversaries, where you are going on your honeymoon or any other special occasion. You are welcome to use the microphone for your own announcements. Please list announcements needed: \_\_\_\_\_

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Are there any special situations or things that your DJ should know (i.e. divorced parents, step parents, recent funeral, handicaps, etc.)? If so, please list those here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Thanks again for hiring Central Missouri Sound!**