

# DJ Tunes of Florida

## Wedding Reception Planner Page 1 of 2

Please fully complete the planning forms by **printing** neatly,  
and returning them via U.S. mail or fax, no later than 14 days prior to your wedding.

Complete the Ceremony section **only** if DJ is playing ceremony music.

### **Ceremony** Start time \_\_\_\_\_

DJ will play Canon in D for the bridal party, The Wedding March (Here comes the bride inst.) for the bride,  
and the traditional wedding recessional at the end after the officiant announces the newlyweds unless otherwise noted below.

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### **Reception Introductions**

Circle one: DJ to introduce entire wedding party DJ to introduce Bride & Groom only No Introductions

Is there a song you want to request for the introductions? NO YES song title \_\_\_\_\_

Approximate ages of Bride \_\_\_\_\_ Groom \_\_\_\_\_

Parents of the Bride: \_\_\_\_\_

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Parents of the Groom: \_\_\_\_\_

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Other: \_\_\_\_\_

Jr. Bridesmaid: \_\_\_\_\_ Usher: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Maid/Matron of Honor (Miss Ms. Mrs.): \_\_\_\_\_ Best Man: \_\_\_\_\_

Flower girl(s): \_\_\_\_\_ Ring bearer: \_\_\_\_\_

### **Bride and Groom formally introduced as:**

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First names, or nicknames of bride and groom: \_\_\_\_\_

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### Order Of Events

After the introductions have been announced, the DJ will follow the order of events below. They are in a suggested traditional order, but please feel free to number them in any order you would like. This order will not be changed without your consent. Cross out any event you wish to exclude. We will review this planner with you prior to your wedding day to confirm all events.

Song title for **Bride & Groom's First Dance**: \_\_\_\_\_

Song title for **Bride & Father Dance**: \_\_\_\_\_

Song title for **Groom & Mother Dance**: \_\_\_\_\_

**Toast** to Newlyweds from: \_\_\_\_\_

Circle one Champagne served to all ~~Bar Drinks~~ ~~Punch~~ ~~Other~~ \_\_\_\_\_

**Blessing** or Prayer... Name of person who will do this: \_\_\_\_\_

**Food**... Circle one: Hors D'oeuvres ~~Buffet~~ ~~Sit down/served~~  
(Newlyweds, Bridal Party, Immediate Family, then Guests are invited to buffet in that order)

Song title for **Friends Dance**: \_\_\_\_\_

Open Dancing (Your DJ will play music styles selected by you, with some love songs played periodically to keep the love theme, unless otherwise noted.)

Money/Dollar Dance (Your DJ will play slow dancing music until the guests stop coming to dance with the Newlyweds)

**Anniversary Dance** (Circle one) Yes ~~No~~

**Cake Cutting**... (Circle one) Easy music in background ~~No music in background~~ ~~Specific song played~~ \_\_\_\_\_

Bride throws **Bouquet** to single women (include children? \_\_\_\_\_)

Groom removes, and throws **Garter** to single men (include children? \_\_\_\_\_)

Man who catches garter places it on the leg of the woman who caught bouquet  
(Note... on the above three events the DJ will play pre-selected music unless otherwise requested)

Song title for the **Newlyweds' Last Dance**: \_\_\_\_\_

Upon departure guests will... (Circle one) ~~Blow Bubbles~~ ~~Launch confetti~~ ~~Toss birdseed~~ ~~Toss rice~~ ~~Other~~ \_\_\_\_\_

Caterer \_\_\_\_\_

Planner \_\_\_\_\_

Photo \_\_\_\_\_

Video \_\_\_\_\_

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Are you planning to change clothes  
before leaving? \_\_\_\_\_  
What time do you plan to leave the

**DJ TUNES OF FLORIDA**  
**CLIENT INFORMATION FORM    PAGE 1 OF 2**

*Please complete this form by PRINTING neatly and returning it via mail or fax no later than 14 days prior to your event date.  
This information will help your event run smoothly.*

**IMPORTANT**  
**PLEASE ARRANGE FOR THE DEEJAY TO HAVE A STURDY 8' OR 6' TABLE FOR**  
**EQUIPMENT**

YOUR NAME AND/OR COMPANY: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

TIME SPAN OF EVENT (i.e. 5pm to 9pm) \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

YOUR PHONE #s... HOME \_\_\_\_\_ WORK \_\_\_\_\_ CELL \_\_\_\_\_

BEST TIME TO REACH YOU \_\_\_\_\_ PHONE # TO REACH YOU ON DAY OF EVENT \_\_\_\_\_

APPROXIMATE # OF GUESTS: \_\_\_\_\_ IS EVENT INSIDE OR OUT? \_\_\_\_\_ ARE THERE STEPS? \_\_\_\_\_

NAME OF PERSON TO CONTACT UPON  
ARRIVAL: \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR ANY PAYMENT OR TO APPROVE ANY  
OVERTIME \_\_\_\_\_

DO YOU WANT DANCE LIGHTING?    *Circle one:*    YES    NO

DEEJAY'S ATTIRE SHOULD BE...    *Circle one:*    FORMAL/TUXEDO    BUSINESS/SHIRT & TIE  
DRESSY CASUAL    CASUAL    PICNIC/BEACH

DEEJAY SHOULD BE...    *Circle one:*    PERSONABLE/TALKATIVE  
PERSONABLE  
CONSERVATIVE/QUIET

IS THE DEEJAY WELCOME TO EAT? (*Music will continue to play*) \_\_\_\_\_

HOW DID YOU FIRST HEAR ABOUT DJ TUNES OF FLORIDA? \_\_\_\_\_

**DJ TUNES OF FLORIDA**  
**CLIENT INFORMATION FORM PAGE 2 OF 2**

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EQUIPMENT**

**MUSIC SELECTIONS**

*Listed below are types of music along with sample selections. Please give a percentage of the overall total for the types of music you want  
played. Cross out any music that you wish to exclude, or just put a zero.*

ADULT CONTEMPORARY: \_\_\_\_\_%

*i.e. Neil Diamond, Gloria Estefan, Michael Bolton, Natalie Cole, Sade, Sting, Billy Joel...*

ALTERNATIVE ROCK: \_\_\_\_\_%

*i.e. Pearl Jam, Nirvana, Green Day, Good Charlotte, Depeche Mode, Blink 182, New Order, R.E.M., 3 Days Grace...*

BALROOM/SWING/STANDARDS: \_\_\_\_\_%

*i.e. Glenn Miller, Benny Goodman, Tommy Dorsey, Frank Sinatra, Nat King Cole, Les Brown, Duke Ellington, Harry Connick, Jr...*

CLASSIC ROCK: \_\_\_\_\_%

*i.e. Eagles, Led Zep, Stones, Poison, Def Leppard, Robert Palmer, Tom Petty, Bob Seger, Blondie, Foreigner...*

CONTEMPORARY DANCE: \_\_\_\_\_%

*i.e. Justin Timberlake, No Doubt, Britney Spears, Pink, Destiny's Child, Madonna, Christina Aguilera...*

COUNTRY: \_\_\_\_\_%

*i.e. Kenny Chesney, Tim McGraw, Toby Keith, Brad Paisley, Reba, Brooks & Dunn, Martina McBride, Gretchen Wilson...*

DISCO: \_\_\_\_\_%

*i.e. Donna Summer, Village People, Bee Gees, KC & The Sunshine Band, Gloria Gaynor, Sister Sledge, Chic...*

THE EIGHTIES: \_\_\_\_\_%

*i.e. Prince, Michael Jackson, Rob Base, Cameo, Salt N Pepa, EW&F, Any Synth-Pop Groups...*

OLDIES 1955-1963: \_\_\_\_\_%

*i.e. Elvis, Jerry Lee Lewis, Chuck Berry, Chubby Checker, Everly Bros., Buddy Holly, Roy Orbison...*

OLDIES 1964-1975: \_\_\_\_\_%

*i.e. Beatles, Creedence, The Doors, Grand Funk, Beach Boys, Motown, Three Dog Night, Rolling Stones...*

JAZZ: \_\_\_\_\_%

*i.e. Kenny G, Stanley Jordan, Earl Klugh, Acoustic Alchemy, Dave Grusin, Norah Jones...*

GROUP DANCES: \_\_\_\_\_%

*i.e. Macarena, Electric Slide, Hand Jive, Stroll, Chicken Dance, Twist, Shout, Locomotion, The Train, Cha Cha Slide...*

HIP-HOP / R&B: \_\_\_\_\_%

*i.e. Usher, Nelly, Lil Jon, Rihanna, Sean Paul, Missy Elliott...*

VARIETY MIX: \_\_\_\_\_%

*i.e. DeeJay will play a variety of music to please all age groups.*

*We will always play the edited radio version  
of any songs which may contain offensive language,  
unless otherwise specified by the client.*

OTHER MUSIC *List here any types of music that don't fit other categories on this page.* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_