

Information & Instructions for your DJ

**GENERAL INFO**

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| Client Name(s): |  |
| Date of Event: |  |
| Venue Name & Address: |  |
| Venue POC & Phone #: |  |
| Expected # of Guests: |  |
| Any Circumstances regarding the Venue and/or Guests that the DJ should be aware of: |  |

**ADDITIONAL SERVICES** (provide info only for the services that are part of the service agreement)

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| ***Secondary Audio Set-up*** *-*  set-up location and for what segment:  (ie. ceremony, cocktails, dinner, after-party, etc.) |  |
| ***Up-Lighting*** -  placement & color(s): |  |
| ***Gobo/Monogram Lighting*** -  location to project on: |  |
| ***Projection of Video/Pic Presentation*** -  set-up location and time frame to run: |  |
| ***Photo Booth*** \*WiFi connectivity at venue required  set-up location: |  |
| ***Karaoke Service -***  for what time-frame, open to all guests or  only for specific singers (if so, who) and  list the “must have” karaoke songs: |  |

**CEREMONY** (complete if services are to be performed for this portion) (\*artist and song name required for music)

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| --- | --- |
| Specific location and start time: |  |
| Microphone(s) needed for:  (ie. officiant, bride/groom, readers, singers, etc): |  |
| Music preferences for Pre-Ceremony:  (ie. type, genre, artists, 5 or 6 specific songs) |  |
| Bridal Party Processional Song(s): |  |
| Bride’s Entrance Song(s): |  |
| Additional Music Needed for:  (indicate song(s) and for what part they are played)  (ie. “Song xyz” for Unity Candle lighting) |  |
| Recessional Song(s): |  |
| Post-Ceremony Announcements  for DJ to make, if any: |  |
| Other Special Instructions, if any: |  |

**COCKTAILS**

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| --- | --- |
| Specific location and start time: |  |
| Music Preferences:  (ie. type, genre, specific must-play songs, etc.) |  |
| Speeches or Toasts during Cocktails:  (if so, who) |  |
| Announcements for DJ to make, if any:  (at what point, and what is to be announced) |  |
| Other Special Instructions, if any: |  |

**INTRODUCTIONS**

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| Where will the Bridal Party line-up for Intros: |  |
| Song(s) for Bridal Party Entrance:  (artist and song name required) |  |

**LINE UP:** (adjust the order if needed, delete any that don’t apply and phonetically spell hard to pronounce names)

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| Ushers: |  |
| Ring Bearer(s): |  |
| Flower Girl(s): |  |
| Grandparents of Groom: |  |
| Grandparents of Bride: |  |
| Parents of the Groom: |  |
| Parents of the Bride: |  |
| Bridesmaid/Groomsman:  (1st pair announced) |  |
| Bridesmaid/Groomsman:  (2nd pair announced) |  |
| Bridesmaid/Groomsman:  (3rd pair announced) |  |
| Bridesmaid/Groomsman:  (4th pair announced) |  |
| Bridesmaid/Groomsman:  (5th pair announced) |  |
| Bridesmaid/Groomsman:  (6th pair announced) |  |
| Maid or Matron of Honor (specify) and Best Man: |  |
| Song for Bride/Groom  Entrance: |  |
| Bride and Groom as wished to be announced: |  |

**RECEPTION**

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| Cake Cutting:  at what time and to what song |  |
| Toasts/Speeches:  at what time and who  (put in correct order) |  |
| Blessing / Prayer:  at what time and who |  |
| Preferences for Dinner Music  (ie. types, genres, artists, songs) |  |
| DJ Meal Accommodations:  meal provided? vendor eating area |  |
| First Dance of Bride and Groom:  at what time and to what song |  |
| Bride / Father Dance:  at what time and to what song |  |
| Groom / Mother Dance:  at what time and to what song |  |
| Dedicated Bridal Party Dance:  if having, when and to what song |  |
| Anniversary Dance:  if having, when and to what song |  |
| Any Other Special Dances:  if so, for whom and to what song |  |
| Any Special DJ Announcements:  (dedications, shout-outs, birthdays, etc) |  |
| Garter Toss:  when and to what song |  |
| Bouquet Toss:  when and to what song |  |
| May Guests Request Songs?:  (your “Do Not Play” list will be honored) |  |

**MUST PLAY SONGS, ARTISTS or GENRES** (please limit specific songs to 25-30 max)

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| Title: | Artist: |
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**DO NOT PLAY SONGS, ARTISTS or GENRES**

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| Genres (types of music): |
|  |
| Specific Artists: |
|  |
| Specific Songs: |
|  |
|  |

**Last Song(s):** (if no preference, indicate “DJ’s choice”

|  |  |
| --- | --- |
| Title: | Artist: |
| Title: | Artist: |