

LAST NAME: \_\_\_\_\_

AGREEMENT NO. : \_\_\_\_\_

NAME: \_\_\_\_\_ DATE OF AFFAIR: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Mail Request Sheet 2 weeks before affair to insure receipt.

### D.J.'S DEEJAYS WEDDING PLANNING & REQUEST SHEET

In order to personalize your party and to ensure your satisfaction on that special day, please complete this form and return it to us **as soon as possible and no later than 2 weeks prior to the affair** to insure receipt. Please understand that every effort will be made to fulfill each request, although time restraints may make it impossible to honor every request. Most important requests highlighted on this sheet will be honored first, with requests by event guests honored as time allows.

**Type of Music Desired: (please check or circle all that apply)**

Rock \_\_\_\_\_ Disco \_\_\_\_\_ Oldies \_\_\_\_\_ Motown \_\_\_\_\_ Rap/R&B \_\_\_\_\_ Club \_\_\_\_\_

Dance \_\_\_\_\_ Top 50's \_\_\_\_\_ Jazz \_\_\_\_\_ Big Band \_\_\_\_\_ Ballads \_\_\_\_\_ 80's \_\_\_\_\_

Alternative \_\_\_\_\_ Reggae \_\_\_\_\_ Country & Western \_\_\_\_\_ Other \_\_\_\_\_  
(PLEASE SPECIFY)

Classical \_\_\_\_\_ Let DJ decide best music mix for the party \_\_\_\_\_

Polkas \_\_\_\_\_ Polish \_\_\_\_\_ Italian \_\_\_\_\_ Irish \_\_\_\_\_ Jewish \_\_\_\_\_ Greek \_\_\_\_\_

Latin \_\_\_\_\_ Portuguese \_\_\_\_\_ Other \_\_\_\_\_

**Favorite Artists:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

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**Favorite Songs:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**Please use other side (if needed) to complete !!!**

**ABSOLUTELY MUST PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**ABSOLUTELY DO NOT PLAY:**

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**\*\*Sometimes a client will request that a particular song not be played, but on the day of the event, one of the party guests requests that song. Should DJ:**

\_\_\_\_\_ **Not play that song under any circumstances**

\_\_\_\_\_ **Play that song only if one of your party guests specifically requests it**

\_\_\_\_\_ **Ask permission from client on day of event if a request for that song has been made**

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## INTRODUCTION SHEET

From years of entertaining, we've found that organization is the key ingredient of all successful events. And to help you coordinate a perfect party, we've outlined some important elements for you to consider. With this information, your entertainer will be fully prepared to conduct your party/event in a smooth, polished and professional manner.

Groom's Parents \_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: : \_\_\_\_\_

Groom's Parents \_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: : \_\_\_\_\_

1st Groomsman \_\_\_\_\_ Escorting \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

2nd Groomsman \_\_\_\_\_ Escorting \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

3rd Groomsman \_\_\_\_\_ Escorting \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

4th Groomsman \_\_\_\_\_ Escorting \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

5th Groomsman \_\_\_\_\_ Escorting \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

Ring Bearer \_\_\_\_\_ Flower Bearer \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

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### Introductions continued

Best Man \_\_\_\_\_  Maid Of Honor  
 Matron Of Honor \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

**Wedding Couple** \_\_\_\_\_

Phonetic Pronunciation: : \_\_\_\_\_

**Additional Introductions (Family Members) or Other :**

If you wish to introduce guests in couples, please write both names on same line as you want them to be introduced:

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

\_\_\_\_\_  Walking In  Recognized

Phonetic Pronunciation: \_\_\_\_\_

Relationship to Guest(s) of Honor: \_\_\_\_\_

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**SPECIAL DANCES**

**WEDDING COUPLE First Dance:** \_\_\_\_\_  
(Song Title - Artist)

**WILL THERE BE ANY OTHER SPECIAL DANCES?**     Yes     No

(Who will be dancing?): \_\_\_\_\_

(Song title/artist): \_\_\_\_\_

(Who will be dancing?): \_\_\_\_\_

(Song title/artist): \_\_\_\_\_

**Notate here if any of the Guests of Honor cannot dance due to illness or any other extenuating circumstances:** \_\_\_\_\_  
\_\_\_\_\_

**TOASTS**

Who will deliver the toast, invocation or grace?

Toast (s): \_\_\_\_\_

*Phonetic Pronunciation:* \_\_\_\_\_

Grace or  Invocation: \_\_\_\_\_

*Phonetic Pronunciation:* \_\_\_\_\_

**Should person(s) giving the toast be  introduced , or simply  handed the microphone?**

**After major toast(s), do you want the MC to ask if anyone else wants to say something to the Wedding Couple or offer a toast?    Yes     No**

**After toast(s), do you want the MC to ask if the Wedding Couple have anything to say?**  
Yes     No     Near end of reception

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**OTHER SPECIAL MUSIC SELECTIONS**

**Cake Cutting:** \_\_\_\_\_  
(Song Title - Artist)

**Dollar Dance:** YES  NO  \_\_\_\_\_  
(Song Title - Artist)

**Will there be a bouquet/garter toss or other special event ?** YES  NO  MAYBE

**Bouquet Toss:** \_\_\_\_\_  
(Song Title - Artist)

**Garter Removal:** \_\_\_\_\_  
(Song Title - Artist)

**Garter Toss:** \_\_\_\_\_  
(Song Title - Artist)

**Garter/Bouquet Catcher's Routine:** \_\_\_\_\_  
(Song Title - Artist)

**Other Special Event:** \_\_\_\_\_  
(Describe Event)

**Other Special Event Music:** \_\_\_\_\_  
(Song Title - Artist)

Please include any additional information about the Wedding Couple, their families, or guests that would enable us to create a more memorable affair (nicknames, hobbies, out-of-town guests, couples celebrating anniversaries, couples planning on getting married, etc. - use your imagination!)

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

Please choose your preference:

\_\_\_\_\_ I want DJ to be a party motivator and try to get everyone involved

\_\_\_\_\_ I prefer the DJ to blend into the background, and take a more subtle approach in directing the party

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Do you wish to have D.J. give table centerpieces away? YES  NO  MAYBE

Does caterer allow dancing between courses of meal ? YES  NO  MAYBE

**COCKTAIL HOUR**

Will there be a cocktail hour? YES  NO

Is cocktail hour in same room as party? YES  NO  MAYBE

**Cocktail Hour music preference:**

Festive \_\_\_\_\_ Instrumental \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_

**Type of music to use for INTRODUCTIONS:**

**SONG TITLE:**

\_\_\_\_\_ Laid-back and breezy (such as Easy Listening instrumental, etc.) \_\_\_\_\_

\_\_\_\_\_ A Touch of Class (such as Jazz or Swing instrumental, etc.) \_\_\_\_\_

\_\_\_\_\_ Classical \_\_\_\_\_

\_\_\_\_\_ Medium Uptempo \_\_\_\_\_

\_\_\_\_\_ High Energy \_\_\_\_\_

**\*\*If you have a particular song title in mind, write it next to one of the above categories\*\***

**DINING**

**Type of Dinner music you prefer:**

Variety \_\_\_\_\_ Easy Listening \_\_\_\_\_ Jazz \_\_\_\_\_ Swing \_\_\_\_\_ Oldies \_\_\_\_\_

Theme \_\_\_\_\_ Piano \_\_\_\_\_ Soft Guitar \_\_\_\_\_ Classical \_\_\_\_\_

**ADDITIONAL REQUESTS OR SPECIAL ANNOUNCEMENTS**

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**Please use other side (if needed) to complete !!!**

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**SPECIAL REQUEST DANCE(S)**

Example: Electric Slide, Cupid Shuffle, Cha Cha Slide, The Wobble, Chicken Dance, Y.M.C.A., Macarena, Love Train, Locomotion, The Train, The Hokey Pokey, Cotton Eyed-Joe, Booti Call, Saturday Night Fever, We Are Family (whole family dance), Hold Ya Head, Blame It On The Boogie, Mony Mony, Blurred Lines, Go Head Baby, Boot Scootin' Boogie, the Good Time, Achy Breaky Heart, Other etc.

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 8. \_\_\_\_\_

9. \_\_\_\_\_ 10. \_\_\_\_\_

**LAST SONG OR LAST DANCE REQUEST**

Title: \_\_\_\_\_ Artist: \_\_\_\_\_