

Disc Jockey Information Sheet



Use your mouse to point and click on the gray boxes to fill in all the information that applies.

Bride and Groom's New Married Name:

Date of Wedding:

(This will be your introduction name at your reception)

Bride's Contact Information:

Name

Street Address

City

Zip Code

Home Phone #

Cell Phone #

E-Mail Address

Groom's Contact Information:

Name

Street Address

City

Zip Code

Home Phone #

Cell Phone #

E-Mail Address

Place of Ceremony Contact Information:

Name of Establishment

Street Address

City

Zip Code

Contact's Name

Contact's Phone #

Map Attached (yes/no)

Place of Reception Contact Information:

Name of Hall

Street Address

City

Zip Code

Contact's Name

Contact's Phone #

Map Attached (yes/no)

Photographer Contact Information

Name(s)

Photographer's Contact #

Videographer Contact Information

Name(s)

Videographer's Contact #

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Disc Jockey Set-Up Information:

DJ's Set-Up Time	DJ's Start Time	Size of DJ's Set-Up Area	Table Provided? (yes/no)	# of Guests	Age Range of Guests
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Disc Jockey Set-Up Instructions (Please include the exact location in the hall where the DJ is to set-up)

Cocktail Hour Information:

Start Time	End Time	Type of Music to be Played (Big Band, Jazz, New Age, Slow Mix, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Cocktail Hour Song and/or Artist Suggestions

Song and/or Artist	Song and/or Artist	Song and/or Artist
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Bride and Groom's Arrival at the Reception:

Arrival Time to the Hall	Where will the Bridal Party meet before Introductions?
<input type="text"/>	<input type="text"/>

Bride and Groom's Introduction Song (Artist and Title)	Bridal Party's Introduction Song (If different from the Bride/Groom song)
<input type="text"/>	<input type="text"/>

Will the Bride and Groom Dance Proceed the Introductions? (yes/no)	If so... Bride and Groom Song (Artists and Title)
<input type="text"/>	<input type="text"/>

Will there be a Welcome Toast or Speech after Introductions? (yes/no)	If so... Name and Relationship
<input type="text"/>	<input type="text"/>

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Parent Information:

Relationship = Bride's Parents, Groom's Parents, Bride's Father and Step Mother, Bride's Mother and Step Father, Groom's Father and Step Mother, Groom's Mother and Step Father, Bride's Guardians, Groom's Guardians, Bride's Grandparents (father's side), Bride's Grandparents (mother's side), Groom's Grandparents (father's side), Groom's Grandparents (mother's side)

Names of Parents

Relationship

Names of Parents

Relationship

Names of Parents

Relationship

Names of Parents

Relationship

Names of Guardians

Relationship

Names of Guardians

Relationship

Names of Grandparents

Relationship

Names of Grandparents

Relationship

Names of Grandparents

Relationship

Names of Grandparents

Relationship

Other Important Guests you would like to Recognize: (Other than the Bridal Party)

Name

Relationship

Name

Relationship

Name

Relationship

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Bridal Party Information:

Please fill in the Bridal Party information in the order and with whom they will be introduced.

Title = Groomsman, Best Man, Bridesmaid, Maid of Honor, Matron of Honor, Flower Girl, Ring Bearer, Usher, Spouse/Friend.

Relationship = **Bride or Groom's**: Brother, Sister, Cousin, Uncle, Aunt, Nephew, Niece, Friend, etc.

	Name	Title	Relationship	Name Phonetically
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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Bridal Party Information continued:

	Name	Title	Relationship	Name Phonetically
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	Name	Title	Relationship	Name Phonetically
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Name	Title	Relationship	Name Phonetically
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Name	Title	Relationship	Name Phonetically
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dinner Information:

Start Time	End Time	Type of Music to be Played (Big Band, Jazz, New Age, Slow Mix, etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Dinner Song and/or Artist Suggestions:

Song and/or Artist	Song and/or Artist	Song and/or Artist
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Special Dinner Announcements or Events:

Announcement or Event #1

Announcement or Event #2

Announcement or Event #3

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Pre-Dinner Toasts (In the order in which they will be speaking):

	Name	Title	Relationship	Name Phonetically
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pre-Dinner Blessing:

Name	Title	Relationship	Name Phonetically
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cake Cutting Information:

Start Time	Cake Cutting Song (Artist and Title)
<input type="text"/>	<input type="text"/>
Special Cake Cutting Announcement	
<input type="text"/>	

Opening Dances (Please fill in the order in which these dances will take place)

Dance = Bride/Groom Dance, Bridal Party Dance, Father/Daughter Dance, Mother/Son Dance, Family Dance, Other...

1	Dance	Artist and Title
	<input type="text"/>	<input type="text"/>
	Names (Exactly the way you would like them announced)	
	<input type="text"/>	
2	Dance	Artist and Title
	<input type="text"/>	<input type="text"/>
	Names (Exactly the way you would like them announced)	
	<input type="text"/>	
3	Dance	Artist and Song
	<input type="text"/>	<input type="text"/>
	Names (Exactly the way you would like them announced)	
	<input type="text"/>	
4	Dance	Artist and Song
	<input type="text"/>	<input type="text"/>
	Names (Exactly the way you would like them announced)	
	<input type="text"/>	

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Bouquet and Garter Information (Put a "X" in the box if you want to participate in the activity)

<input type="checkbox"/>	Garter Removal from the Bride	Artist and Title	<input type="text"/>
<input type="checkbox"/>	Garter Toss to the Bachelors	Artist and Title	<input type="text"/>
<input type="checkbox"/>	Bouquet Toss to the Bachelorettes	Artist and Title	<input type="text"/>
<input type="checkbox"/>	Garter Winner gives Bouquet Winner the Garter	Artist and Title	<input type="text"/>
<input type="checkbox"/>	Other activities with Bouquet and Garter	Artist and Title	<input type="text"/>
	<i>Explanation of Activity</i>	<input type="text"/>	

Other Dances (Example: Line Dances, Group Dances, Money Dances, Ethnic Dances, etc.)

<input type="text"/>	<i>Dance Name</i>	<input type="text"/>	<i>Artist and Song</i>
<input type="text"/>			
<i>Special Announcement or Instructions.</i>			
<input type="text"/>			
<input type="text"/>	<i>Dance Name</i>	<input type="text"/>	<i>Artist and Song</i>
<input type="text"/>			
<i>Special Announcement or Instructions.</i>			
<input type="text"/>			
<input type="text"/>	<i>Dance Name</i>	<input type="text"/>	<i>Artist and Song</i>
<input type="text"/>			
<i>Special Announcement or Instructions.</i>			
<input type="text"/>			
<input type="text"/>	<i>Dance Name</i>	<input type="text"/>	<i>Artist and Song</i>
<input type="text"/>			
<i>Special Announcement or Instructions.</i>			
<input type="text"/>			

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Special Song Dedications:

Special Dedication Song (Artist and Title)

Special Dedication

Special Dedication Song (Artist and Title)

Special Dedication

Special Dedication Song (Artist and Title)

Special Dedication

Special Dedication Song (Artist and Title)

Special Dedication

Special Ethnic Traditions:

Explanation of Tradition

If a Song is needed (Artist and Title)

Explanation of Tradition

If a Song is needed (Artist and Title)

End of the Night Information:

End Time

Last Dance (Artist and Title)

Where's the Honeymoon?

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The MUST Play List:

Artist and Title	Artist and Title	Artist and Title

The DO NOT Play List:

Artist and Title	Artist and Title	Artist and Title

Song Suggestions by Genre

Big Band/Swing/Swing Revival:

Artist and Title	Artist and Title	Artist and Title

50's/60's Rock & Roll:

Artist and Title	Artist and Title	Artist and Title

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Classic Soul/R&B/Motown:

Artist and Title	Artist and Title	Artist and Title

Disco/Funk:

Artist and Title	Artist and Title	Artist and Title

70's/80's Rock/Hard Rock

Artist and Title	Artist and Title	Artist and Title

Retro Alternative/New Wave

Artist and Title	Artist and Title	Artist and Title

Rap/Hip-Hop:

Artist and Title	Artist and Title	Artist and Title

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Use your mouse to point and click on the gray boxes to fill in all the information that applies.

Country:

Artist and Title

Artist and Title

Artist and Title

Pop/Soul/Teen Beat:

Artist and Title

Artist and Title

Artist and Title

Dance/Techno/House

Artist and Title

Artist and Title

Artist and Title

Adult Contemporary/Adult Alternative

Artist and Title

Artist and Title

Artist and Title

Alternative Rock/Indie/Metal

Artist and Title

Artist and Title

Artist and Title

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