



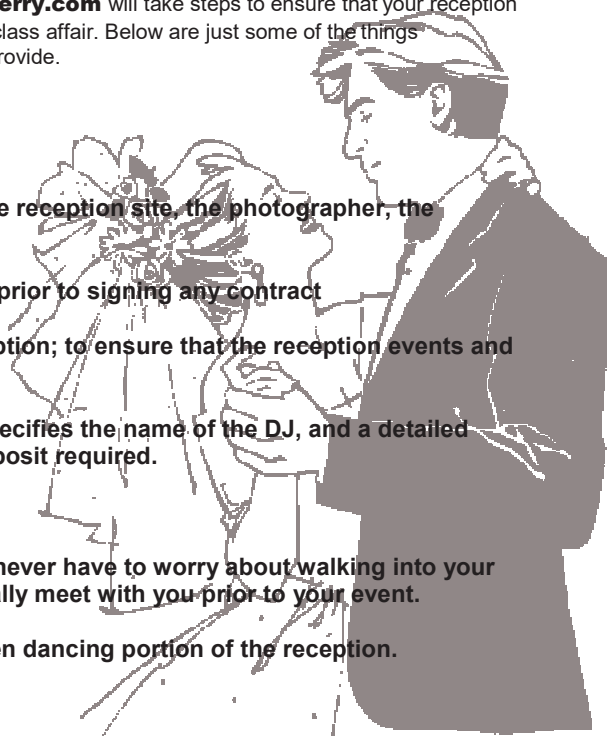
Wedding Reception Overview



Professional Service

DJTerry.com will take steps to ensure that your reception is a class affair. Below are just some of the things we provide.

- We coordinate all of the procedures with the staff at the reception site, the photographer, the videographer, and the bridal party.
- We provide the bride and groom with work references prior to signing any contract
- We meet with the bride and groom to discuss the reception; to ensure that the reception events and music are tailored to meet their needs.
- We issue a contract for the wedding reception. This specifies the name of the DJ, and a detailed breakdown of cost for the reception and amount of deposit required.
- We wear the appropriate attire. (tuxedo or suit)
- You will deal with the same DJ from day one. You will never have to worry about walking into your reception, and seeing a disc jockey that didn't personally meet with you prior to your event.
- We encourage guests to make requests during the open dancing portion of the reception.



Order Of Events



The typical flow of a reception varies. Listed below is the order that we typically use. The bride and groom may make any changes to this list to customize their reception

- **Arrival of Guests:** Jazz or easy listening music is played at a volume level that creates a nice back ground atmosphere, and does not interfere with normal conversation.
- **Introduction of the Bridal Party:** We get the bridal party organized for introductions, go over name pronunciations and conduct the introductions.
- **Bride and Groom's first dance:** Song selected by bride and groom.
- **Invocation/Toast:** We provide a wireless microphone and give an introduction for those involved.
- **Dinner:** We continue to play background music and make dinner announcements as needed.
- **Cutting of the Cake:** Song selected by bride and groom
- **Bridal Party Dance:** Song selected by bride and groom.
- **Father/Daughter Dance:** Song selected by Bride.
- **Mother/Son Dance:** Song selected by Groom.
- **Bouquet/Garter Toss:** Song selected by Bride and groom.
- **Dollar Dance:**
- **Open Dance:** Based on bride and groom choice and requests from the guests.



Set-up Requirements

Two 6 foot standard banquet tables individually skirted, directly off the dance floor with access to two standard 120 volt outlets for power.

Seating Considerations

No tables are to be placed between the DJ's speakers and the dance floor. It is also a good idea to seat older guests farther away from the dance floor and sound system.

Room Lighting

Have someone assist with adjusting the lights during reception events.

Pouring Toast Drink

The toast drink should be poured for the head table and guests before the bridal party arrives by someone from the catering staff.

Bridal Party Arrival

Someone from the family or catering staff should alert the DJ to the arrival of the bridal party.

Eating Arrangements

The DJ will be at the reception hall approximately an hour or two before guests arrive, and will be there an hour or two after the guests leave. A meal for the DJ and photographer should be offered, and the meals should be served at the same time as the head table. This will allow the DJ and photographer ample time to finish in order to do their jobs while guests are finishing their meals.

Events after Dinner

The DJ will coordinate timing of events with the photographer to best utilize his/her time before the photographer's scheduled time ends.

Dancing Ideas

We recommend that the bride and groom become involved during the wedding party dance and the first open dance to guests. This encourages everyone to join in.

Family Photos

To avoid guests becoming bored, family photos should not be taken after dinner when the reception procedures are under way.

Sound Level Management

We make every effort to assure that the sound level is appropriate, however, if the volume is too soft, or too loud, please have someone alert us immediately.

Retaining the DJ Longer

There is no charge for extended playing time, however please be considerate of your guests, caterers, and other workers and not try to keep a party going for only a few lingering guests.

And Finally...

Relax, enjoy, and have a good time! You are in the hands of a seasoned professional DJ Entertainer: **DJTerry.com**



Name _____
Date and
Time of Wedding _____
Location: _____
Time of Reception: _____
Location: _____

Wedding Party Introduction Sheet

717.979.9515 Please return 2 weeks prior to event

Parents of the Bride: _____

Grandparents of the Bride: _____

Parents of the Groom: _____

Grandparents of the Groom: _____

Bridesmaids

Ushers

Flower Girl

Ring Bearer

Maid/Matron of honor

Best Man

Bride and Groom to be introduced as: _____



Name: _____
 Date and Time Of wedding: _____
 Location: _____
 Time of Reception: _____
 Location: _____

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Please return 2 weeks prior to event

Using numbers to the left, please indicate the exact order of events.
 Write "N/A" if not applicable or "DJ for DJ choice.

- _____ Introduction of wedding party: (song and artist) _____
- _____ Introduction of Bride and Groom: (song and artist) _____
- _____ Bride and Groom's First Dance: (song and artist) _____
- _____ Toast Given By: _____
- _____ Blessing Given By: _____
- _____ Dinner (Sit down dinner or Buffet): _____
- _____ Cutting of the Cake: (song and artist) _____
- _____ Wedding Party dance (Optional): (song and artist) _____
- _____ Bride and Father's dance: (song and artist) _____
- _____ Groom and Mother's dance: (song and artist) _____
- _____ Candy Toss for the children (this makes the children feel like they are part of the celebration)
- _____ Call up single women & Throwing of the Bouquet: (song and artist) _____
- _____ Garter removal: (song and artist) _____
- _____ Call up single men & toss garter: (song and artist) _____
- _____ Garter placement: (song and artist) _____
- _____ Honeymoon Dance (Dollar Dance)
- _____ Is the DJ's Meal included?

On a scale of 1 to 5 (1=best) rate each music category that would appeal to the dancers in your crowd.

- _____ Rock _____ Disco _____ 70's
- _____ Oldies _____ 80's _____ Hip-Hop
- _____ Current dance _____ Motown _____ 80s Dance
- _____ Country Other _____

The songs below are often called "Ice Breakers". Even though you may not personally like them, they can create a fun atmosphere. (I will not make anyone wear silly outfits, or make a fool of anyone while playing these songs)

- _____ Macarena _____ Hokey Pokey
- _____ Electric Slide _____ Cha Cha Slide
- _____ Chicken Dance _____ YMCA
- _____ Cupid Shuffle _____ Wobble
- Other _____

Is there anything special the DJ should know or announce about the Bride and Groom, their parents, guests, etc.? (Use the additional sheet if necessary)