



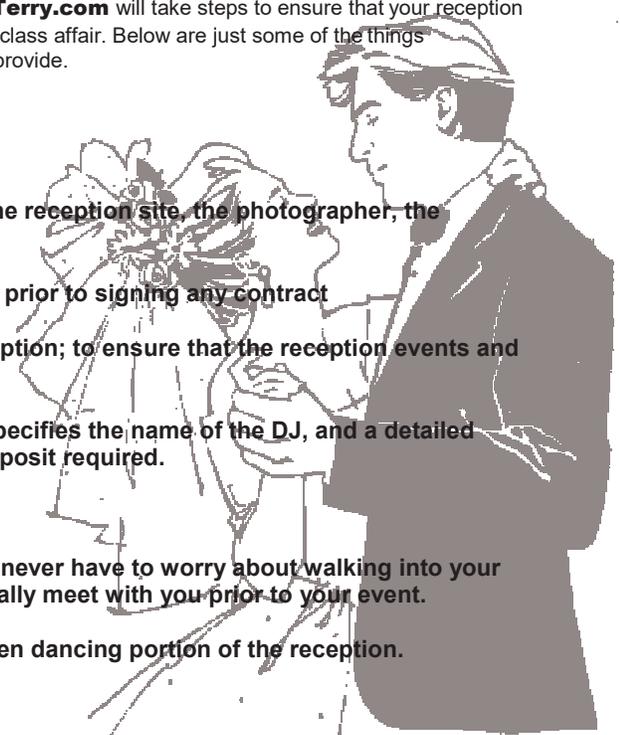
## Wedding Reception Overview



### 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

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### Ushers

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### Flower Girl

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### Ring Bearer

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### Maid/Matron of honor

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### Best Man

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Bride and Groom to be introduced as: \_\_\_\_\_



Name: \_\_\_\_\_  
 Date and Time Of wedding: \_\_\_\_\_  
 Location: \_\_\_\_\_  
 Time of Reception: \_\_\_\_\_  
 Location: \_\_\_\_\_

Excellence in Entertainment  
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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)