

MOMENTS IN TIME DJ RECEPTION PLANNER

Please have this form completed and sent in one month prior to your wedding date. This allows all parties involved adequate planning time. We will then call to discuss any other final details after we receive and process the form.

EMAIL TO:

info@mitdj.com

Office Use

DJ Name:

Set #:

Amount Owed:

OR MAIL TO:

Moments in Time Disc Jockeys

PO Box 6346

Grand Rapids, MI 49516

GENERAL EVENT & CONTACT INFORMATION

Couples Names: _____

Contact Phone: _____ Contact Email: _____

Wedding Date: _____ Contracted Hours Of Service: _____ am or pm - _____ am or pm

Reception Location: _____ Expected Amount of Guests: _____

Are the groomsmen attired in: Formal (Tux) _____ Semi-Formal (Shirt/Tie) _____

The reception is taking place: Indoors _____ Outdoors _____

Type of dinner: Buffet _____ Sit Down _____ Family Style _____ None _____

If a buffet line, will it be set-up on the dance floor? Yes _____ No _____

COCKTAIL HOUR

What time will the guests arrive for cocktail hour: _____ What type of cocktail hour music would you like to have:

Artist or Genre: _____ Artist or Genre: _____

Artist or Genre: _____ Artist or Genre: _____

OR, would you like us to choose the guest arrival music for you? Yes _____ No _____

INTRODUCTION OF WEDDING PARTY

Are you having a bridal party grand entrance: Yes _____ No _____ If yes, what time: _____

If yes, which theme music would you like for the grand entrance:

Bridal Party Song: Artist: _____ Song Title: _____

Bride/Groom Song: Artist: _____ Song Title: _____

Please print or type names PHONETICALLY and IN THE ORDER you would like them to enter the venue

Flowergirl: _____ Ringbearer: _____

Ushers:

1. _____ 3. _____
2. _____ 4. _____

Bridesmaids and Jr. Bridesmaids

Groomsmen and Jr. Groomsmen

1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____

Maid or Matron of Honor: _____ Best Man: _____

Married Couple's New Name: _____

(Traditionally the below members are not introduced in the Grand Entrance. If you would like to include them please let us know)

Host and Hostess/Master and Mistress of Ceremonies

1. _____ 2. _____

Parents of Bride: _____ Parents of Groom: _____

Or Mother: _____ Or Mother: _____

With: _____ With: _____

Or Father: _____ Or Father: _____

With: _____ With: _____

DINNER TIME

(Traditionally events that happen in and or around the dinner hour)

Will you be cutting a cake: Yes _____ No _____

Will you be cutting the cake before or after dinner? Before _____ After _____

- If yes, what song would you like played during the cake cutting:

Artist: _____ Song Title: _____

What time is dinner: _____

What type of dinner music would you like to have:

Artist or Genre: _____ Artist or Genre: _____

Artist or Genre: _____ Artist or Genre: _____

OR, would you like us to choose the dinner music for you? Yes _____ No _____

Would you like an alternative to tinkling of the glasses: Yes _____ No _____

- If yes, what would you like to do? Give directions in text box

Alternative Glass Tapping Directions:

WHO NEEDS THE MIC

Will there be a welcome speech: Yes _____ No _____

- If yes, before _____ during _____ or after _____ dinner.

The welcome speech will be given by: _____

Will there be a blessing: Yes _____ No _____

The blessing will be given by: _____

Will there be a toasts or bridal party speeches: Yes _____ No _____

- If yes, before _____ during _____ or after _____ dinner.

The toasts or speeches will be given by:

1. _____ 2. _____ 3. _____ 4. _____

5. _____ 6. _____ 7. _____ 8. _____

LET'S GET DANCIN'

Will any of these dances below be done prior to dinner? Yes _____ No _____

- If yes, which dances: Bride and Groom: _____ Father/Daughter: _____ Mother/Son: _____

Bride and Groom Dance:

Artist: _____ Bride Name: _____

Song Title: _____ Groom Name: _____

Father and Daughter Dance:

Artist: _____ Father Name: _____

Song Title: _____ Bride Name: _____

Mother and Son Dance:

Artist: _____ Mother Name: _____

Song Title: _____ Groom Name: _____

All Couples Dance: (A great way to get everyone out on the dance floor)

Artist: _____

Song Title: _____

Will there be any other parent, sibling, children, or special dances? Yes _____ No _____

- If yes, which dances would you like to have:

Names Of Dancers: _____

Artist: _____

Song Title: _____

Names Of Dancers: _____

Artist: _____

Song Title: _____

*If you would like an anniversary dance instead of an all couples dance please list the two songs below:

Song #1: Artist: _____

Song Title: _____

Song #2: Artist: _____

Song Title: _____

OPEN DANCE OPTIONS

Will you be tossing the **bouquet**: Yes _____ No _____

- If yes, what themed song would you like when tossing the bouquet:

Artist: _____ Song Title: _____

Will you be removing the **garter**: Yes _____ No _____

- If yes, what themed song would you like when removing the garter:

Artist: _____ Song Title: _____

Would you like any special **theme type dances**: Yes _____ No _____

If yes, which would you like to have: (examples of theme dances: The Git Up, The Wobble, Cupid Shuffle, Cha Cha Slide, etc.)

What time would you like the **last dance**: _____

What song would you like played for the **last dance**:

Artist: _____ Song Title: _____

UP-LIGHTING RENTALS

Did you reserve up-lighting from us? Yes _____ No _____

- If yes, what color lighting would you like to have? _____

****We will need a diagram or layout of your venue along with where you would like the lighting located.**

ITINERARY/TIMELINE

****If you have an itinerary or timeline please submit that in an email along with this planner. We will staple the itinerary to the plans**

MUSIC PLAYLISTS

****If you have any music playlists made for cocktail hour, dinner, or open dance please submit those forms or online links via email.**

PLAYS & DO NOT PLAYS

(Please Specify PLAYS or DON'T PLAYS)

Artist: _____ Song Title: _____ Artist: _____ Song Title: _____

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Artist: _____ Song Title: _____ Artist: _____ Song Title: _____

Artist: _____ Song Title: _____ Artist: _____ Song Title: _____

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