

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

Brides Name: _____ Grooms Name: _____

Contact Phone: _____ Contact Email: _____

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

Reception Location: _____ Expected Amount of Guests: _____

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

2. The event is taking place: Indoors _____ Outdoors _____ Stage _____

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

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

*The DJ would like to have dinner. Please let us know in advance if the DJ will not be fed so they may plan accordingly.
(Feel free to choose a meal for us. We appreciate any meal!)

COCKTAIL HOUR

5. What time will the guests arrive for cocktail hour: _____

6. What type of guest arrival/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

7. Are you having a **grand entrance**: Yes _____ No _____ If yes, what time: _____

8. 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

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Groomsmen and Jr. Groomsmen

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Maid or Matron of Honor: _____ Best Man: _____

Bride and Groom'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 HOUR

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

9. Will you be cutting the cake: Yes _____ No _____

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

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

Artist: _____ Song Title: _____

12. What time is dinner: _____

13. 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 _____

14. Will you be having a slideshow presentation? Yes _____ No _____

*If you need sound for the presentation you need to notify us in advance of what you have planned.

15. The welcome and or toast speeches will be given by:

16. The blessing will be given by: _____

17. Would you like an alternative to tapping of the glasses: Yes _____ No _____

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



Alternative Glass Tapping Directions:

FIRST DANCES

(Traditionally done after dinner BUT notify us if you would like any of these dances done prior to dinner)

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 kick off open dance with a full dance floor)

Artist: _____

Song Title: _____

OPEN DANCE OPTIONS

19. Will you be tossing the bouquet: Yes _____ No _____

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

Artist: _____ Song Title: _____

21. Will you be removing the garter: Yes _____ No _____

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

Artist: _____ Song Title: _____

23. Any age limit to the bouquet or garter participants: Yes _____ No _____

If yes, what age: _____

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

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

26. What song would you like played for the last dance:

Artist: _____ Song Title: _____

UP-LIGHTING RENTALS

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

28. 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. We will also need to know what color of lighting you would like to have. Please send that information attached to this planner.**

PLAYS & DO NOT PLAYS – (Please Specify)

NOT MANDATORY TO FILL THIS PORTION OUT

(We will play the songs that we feel will keep the dance floor full)

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

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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