

DJ GUS MUSIC TO GO - DJ SERVICES

WEDDING COORDINATING AND PLANNING SHEET

Reception Date _____ Time: _____ to _____

Location of Event _____

Address of Event _____

Phone Number of Location _____

Name and Phone Number of Wedding Coordinator _____

Full Name of Bride _____ Phone _____

Full Name of Groom _____ Phone _____

Approximate Number of Guests _____

(Please alert your caterer that your disc jockey will require a skirted table and chair set-up.)

Style of DJ Preference:

High profile, upbeat Moderate Low key, conservative

Music Preferences During Cocktail Hour or Meal:

Top 40 Adult Contemporary Jazz Other _____
 Soul Classical Country

Artist Preferences _____

Music Preferences During Dancing (Check as many as applicable):

Vintage 80s/MTV Top 40 Retro/Disco
 Classic Rock Alternative Oldies
 Soul Motown Reggae
 Country Big Band Other (please specify) _____

Do you want your DJ to take requests from guests? Y or N (circle one)

Requests not on our website's standard play list must be received by us at least three weeks prior to your event.

Special Song Requests

Wedding Party Intro: Title and Artist _____

First Dance: Title and Artist _____

Bride/Father Dance: Title and Artist _____

Groom/Mother Dance: Title and Artist _____

Cake Cutting: Title and Artist _____

Bouquet Toss: Title and Artist _____

Garter Removal: Title and Artist _____

Garter Toss: Title and Artist _____

Garter Placement: Title and Artist _____

Last Dance: Title and Artist _____

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Will your DJ introduce your wedding party? Y or N (If so, please attach or e-mail wedding party list)

Who will give the toast? _____

Who will give the blessing? _____

Wedding Reception Itinerary

(Please write in the approximate times and type in N/A if it doesn't apply):

Approx. Time of Occurrence

- _____ -Ceremony
- _____ -Cocktail hour
- _____ -Introduction of wedding party
- _____ -Blessing
- _____ -Toast
- _____ -Dinner
- _____ -Bride/Groom's first dance
- _____ -Bride/Father dance
- _____ -Open dancing
- _____ -Groom/Mother dance
- _____ -Cake cutting
- _____ -Bouquet toss
- _____ -Garter removal
- _____ -Garter toss
- _____ -Garter placement
- _____ -Open dancing
- _____ -Last dance

Are there any special set-up situations/ceremonies/announcements (Wedding Ceremony Music, Remote DJ Set-Up, Dollar Dance, Birthday, Anniversary, Extra Toasts, Other Special Dances, etc)? Please include details below.

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Must Play List:

Cocktail period (please list up to six requests)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Dinner period (please list up to six requests)

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Dancing period (please list up to twelve requests)

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

Do Not Play List:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

THANK YOU FOR BOOKING WITH DJ GUS MUSIC TO GO - DJ SERVICES!