

## Contact Information:

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Bride's Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Groom's Cell Phone #: \_\_\_\_\_

Work Phone #: \_\_\_\_\_

Location Of Event: \_\_\_\_\_

Facility Phone #: \_\_\_\_\_

Contact at Facility: \_\_\_\_\_

Number Of Guests Attending: \_\_\_\_\_

Address & Directions: \_\_\_\_\_

*In Planning Your Reception, Please Provide Me With The Following Information Concerning The Other Wedding Services You Have Chosen. I Will Contact And Coordinate With Them About Your Reception!*

Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Videographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Caterer: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Wedding Planner: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

Other: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact: \_\_\_\_\_

## MC/DJ Personality/Attire:

Choose The Appropriate DJ Attire  
For Reception:

- Tux
- Shirt/Tie/Dress Pants
- Casual
- Other: \_\_\_\_\_

Your DJ/MC's Personality:

- Outgoing/Highly Involved
- Moderate/Motivated
- Easy Going
- Minimal Involvement/Play The Music And Shut Up!
- Other: \_\_\_\_\_

*Please Call For Any Questions*

## Equipment Set-Up/Reception Design:

DJ Matt Corzine Prefers To Set-Up At A Minimum Of 2 Hours Before Guests Arrive. Early Set-Up Is Available.

**Requirements For Set-Up:** One Table At Least 6 Feet In Length Available And Set-Up In The Place You Would Like Me To Set Up (DJ Reserves Right To Move Table To Accommodate Necessary Equipment.)

Time Of Your Wedding Ceremony: \_\_\_\_\_

Arrival Time Of Guests At Reception Hall: \_\_\_\_\_

Arrival Time Of Wedding Party: \_\_\_\_\_

Receiving Line Upon Arrival:  Yes  No Time: \_\_\_\_\_

Will You Be Serving:  Hors D'Oeuvres Time: \_\_\_\_\_

Sit-Down Dinner Time: \_\_\_\_\_

Buffet Time: \_\_\_\_\_

Will There Be A Dinner Blessing?  Yes  No

Person Giving Blessing: \_\_\_\_\_

Time You Would Like To Cut Your Wedding Cake: \_\_\_\_\_

*I Will Also Announce When It Is Time To Cut Your Cake And Invite Your Guests Up To Take Photographs*

Would You Like To Do Your Toast:  Before  During  After Dinner

Will The Maid/Matron Of  
Honor Be Making A Toast:

Yes  No

**Wedding Party Information:** Please Complete The Following Information Concerning Your Wedding Party. This Will Help Me With The Introductions Of Your Wedding Party As Well As A More Personal Touch To Any References To Your Wedding Party Members We May Need To Make Later In The Evening!

Would You Like Me To Introduce The Wedding Party Upon Arrival And Entrance Into The Reception Hall:  Yes  No

Is There a Specific Song You Would Like Played During Your Introductions:  Yes  No

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

How Would You Like To Be Introduced (Mr. AND Mrs. John & Jane Doe/ Mr. AND Mrs. John Doe): \_\_\_\_\_

Bridesmaids	Escorted By:	Groomsmen
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
4. _____		4. _____
5. _____		5. _____
6. _____		6. _____
7. _____		7. _____
8. _____		8. _____
9. _____ Flower Girl		9. _____ Ring Bearer
10. _____ Usher		10. _____ Usher
11. _____ Usher		11. _____ Usher
<b>Parents:</b>		<b>Parents:</b>
Father Of The Bride: _____		Father Of The Groom: _____
Mother Of The Bride: _____		Mother Of The Groom: _____

**Special Circumstances:**

Please Let Me Know Below Of Any Special Circumstances Or Situations I Should Know About (Recent Funeral, Step-Parents, Divorce, Special Needs, etc): \_\_\_\_\_

\_\_\_\_\_

**Special Announcements:**

Please Let Me Know If You Have Guests Celebrating Birthdays, Anniversaries Or Any Other Special Occasion That You Would Like Me To Announce Or Recognize Throughout The Evening: \_\_\_\_\_

\_\_\_\_\_

Where Are You Going On Your Honeymoon? \_\_\_\_\_



