Matt's Mobile Music

Reception Planner

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:	
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:		
Caterer:		
Wedding Planner:	_ Phone:	Contact:
Other:	Phone:	
MC/DJ Personality/Attire:		
Choose The Appropriate DJ Attire		
For Reception:	□ Shirt/Tie/Dress I	Pants
	□Casual	
	□ Other:	
Your DJ/MC's Personality:	□ Outgoing/Highly	y Involved
-	□ Moderate/Motiv	ated
	Easy Going	
Please Call For Any Questions	Minimal Involve	ement/Play The Music And Shut Up!
	□ Other:	

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.)

Will You Be Serving: Hors D'Oe	euvres Time:
□ Sit-Down	Dinner Time:
□ Buffet	Time:

Will There Be A Dinner Blessing? \Box Yes \Box No

Person Giving Blessing:

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	Escorte	ed By:	Groomsmen
1.	Flower Girl Usher	2.	Ring Bearer Ring Bearer Usher Usher
Parents: Father Of The Bride: Mother Of The Bride:			e 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? _____

Special Dances: It is now time to choose your songs for your special dances. If you need help deciding, please refer to the 100 most played songs on your music list cd-rom or contact me for suggestions. The Order Listed Below is The Traditional And Typical Order Of Events. Please Feel Free To Renumber Them To Fit Your Preference.

1.	Bride & Groom First Dance:	Song Title:	Artist:
2.	Wedding Party Dance:	Song Title:	Artist:
3.	Father Of The Bride Dance:	Song Title:	Artist:
4.	Mother Of The Groom:	Song Title:	Artist:
5.	Would You Like To Do An Anniversary Dance?	□ No □ Yes Song Title:	Artist:
6.	Would You Like To Do The Bouquet/Garter Toss?	□ No □ Yes	
7.	Would You Like To Do A Dollar Dance(s)?	□ No □ Yes	How Many Songs Would You Like Played For Your Dollar Dance(s)?

Music Selection: Because you will have such a wide range of ages and preference on genres of music, **Please write below, any** titles that you would like me to play for certain. An additional song request form is also enclosed for those songs you would like me to have that are not on my music list.

Title/Artist	Title/Artist
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List Any Songs That You <u>DO NOT</u> Want Played:	

Icebreakers/Party Starters:

Below is a list of dances that will get your party headed in the right direction and keep them going all evening. Please select the dances you would like me to use.

Chicken Dance	Electric Slide	□ Locomotion	Hokey Pokey
🗆 Cha Cha Slide	□ Macarena	□ YMCA	□ Shout

Please List Any Other Icebreaker/Party Starters That Are Not On The List That You Would Like Played:



ADDITIONAL REQUEST FORM

Title/Artist

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