

The Atlanta Sound Machine

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Wedding & Reception Planner

Please print out this form, fill out the following information and return to us at least two weeks prior to the event.
This is to better suit your Wedding Reception needs.

Reception Date _____
Customer Address: _____
City _____ ZIP _____ Day Phone: _____
Evening Phone: _____
Bride's Name _____
Groom's Name _____
Time Wedding Ceremony Begins _____ Approximate Length _____
Travel Time to Reception _____
Reception Location: _____
Time reception is to start _____ Ending Time _____
DJ Location: On Stage _____ On Platform _____ Floor _____
Outside _____
Space allotted for DJ: _____

NOTE

We require approximately 12' width for equipment and lights. 8' without lights.

Will you need dinner music? Yes _____ No _____

****SETUP TIME****

We would like to begin setting up at least one hour prior to the start of your event and arrival of guests. Lighting option requires ½ hour setup.

Earliest set up time: _____
Photographer _____
Videographer _____
Banquet Hall Manager _____
Hall Address/Phone Number _____

Florist _____ Cake Supplier _____
DJ Attire: Tux ___ Jacket & Tie ___ Cool Casual ___ Theme _____ (Such as country)
Will DJ also serve as Master of Ceremony? Yes ___ No ___
Will you be using a Reception Coordinator? Yes ___ No ___
If yes, Name of your Coordinator: _____
Approximate time you and your wedding party will arrive? _____
If dinner is served, approximate time of meal? _____
Dinner Type: Sit-Down ___ Buffet ___ Number of guests expected _____

If you have a buffet the DJ will invite the Bridal party to the buffet first followed by your guests. When you arrive at your reception, an introduction of your Bridal Party will be made if you desire. The DJ can introduce the Wedding Party by name or the bride and groom only. The receiving line is an option, you may have it at the church, at the reception, or not at all. It is acceptable for the Bride and Groom to greet each table separately later during the reception. This must be pre-organized for best appearance. This task usually is handled by your Reception Coordinator or Host/Hostess. Please list all members in the order they will walk down the aisle at the ceremony. This is the customary way to introduce the Wedding Party. It is important that the Wedding Party does not enter the reception venue before introductions are made. Introductions of Ring Bearer/Flower Girl is optional. The introduction of the parents can also be optional if it would create an awkward situation such as those resulting from remarriages, divorce, widow, etc.

Will you have a receiving line? Yes ___ No ___
Bride's Parents _____
Groom's Parents _____
Bridesmaid #1 _____
Groomsman #1 _____
Bridesmaid #2 _____
Groomsman #2 _____
Bridesmaid #3 _____
Groomsman #3 _____
Bridesmaid #4 _____
Groomsman #4 _____
Bridesmaid #5 _____
Groomsman #5 _____
Bridesmaid #6 _____
Groomsman #6 _____
Maid or Matron of Honor _____
Best Man _____
Flower Girl _____
Ring Bearer _____
Bride and Groom (How you would like to be introduced)

We recommend upbeat music. Some suggested music follows:

Wedding Party Enters Reception

- Canon in D (Pachelbel) *(Traditional)*
- Jesu, Joy of Man's Desiring (Bach) *(Traditional)*
- Sirius (Alan Parsons Project) *(Contemporary)*
- Revelation (Yellowjackets) *(Contemporary)*
- Theme from 2001 A Space Odyssey *(Contemporary)*
- Chapel Of Love (Dixie Cups) *(Very Contemporary)*
- America (Neil Diamond) *(Very Contemporary)*

If yes, list song and artist _____

Bride and Groom Enter Reception

- Peter Gunn
- Tradicion (Gloria Estefan)
- Star Trek (original TV series) Theme
- 20th Century Fox Fanfare (or drumroll) *(Traditional)*
- Olympic Fanfare *(Traditional)*
- Here Comes the Bride (Disco) *(Contemporary)*
- Tonight Show Theme *(Contemporary)*
- Twilight Zone (2 Unlimited) *(Very Contemporary)*

If yes, list song and artist _____

What time will dinner be served _____

Name/Title of person giving blessing _____

Toasts by the Best Man and Maid/Matron of Honor are usually done after everyone has been served, the bridal party has finished eating, and before the cake is cut. The DJ will observe the progress of dinner and suggest a proper time for the toast. A microphone will be available for the Best Man and Maid/Matron of honor or anyone else wanting to toast the Bride and Groom.

Best Man's Toast _____

Maid/matron of honor toast _____

List anyone else who'll give a toast _____

Cake Cutting

This is usually done after the toasts while the guests are completing their meal. This keeps the reception moving along and allows the guests to be served cake immediately after dinner. Most photographers also prefer this schedule. This is especially important if the photographer is only scheduled to be at the reception for a limited time.

If yes, list song and artist _____

First Dance

The Bride and Groom dance at this time to a previously selected song of their choice. This is suggested since the toast, cake cutting, and first dance require everyone's attention and for the Bride and Groom to be together. The DJ will make the appropriate announcements.

List song and artist for Bride & Groom's First Dance _____

Bridal Party Dance

This is a tradition, but also an option. The purpose is to honor the Bridal Party. It can be performed to a separate song or can be combined with the parents' dance. A previously selected song will be played. The DJ will make the necessary announcements.

List song and artist for Bridal Party Dance _____

Parent's Dances

This is an option. The purpose is to honor the Parents of the Bride and Groom, Mother/Son, and Father/Daughter. The Mother/Son and Father/Daughter dance can also be combined into one. Previously selected songs will be played. The DJ will make the necessary announcements.

Parent's Dance Y _____ N _____
If yes, list song and artist _____
Bride dance with Father Y _____ N _____
If yes, list song and artist _____
Groom dances with Mother Y _____ N _____
If yes, list song and artist _____

Bouquet and Garter

By following the first dances with this tradition, you will keep the attention of your guests and the photographer will already be on the floor.

Tossing of Bouquet Y _____ N _____
If yes, list song and artist _____
Throwing of Garter Y _____ N _____
If yes, list song and artist _____
Person who catches Garter puts it on person who catches Bouquet? Y _____ N _____

This can be very entertaining to your guests, however it could cause some embarrassment! We will only do this if the persons catching the bouquet and garter are "of age". This is not appropriate for children to do.

Open Dancing

The dancing atmosphere at this time is usually held to a moderate tempo and will pick up throughout the evening. The DJ will observe the audience and adjust the music as necessary.

Dollar Dance

This is an option. Some may refer to this as the Honeymoon dance or Money dance. The DJ will make announcements to assist in coordinating the dance. The presence of the Best Man and Maid/Matron of Honor is also required. The Dollar dance is a long standing tradition. We usually do this after about an hour of open dancing.

Dollar Dance Y ____ N ____

Open Dancing Continues

The rest of the reception will be open dancing with music selection to suit you and your guests. The tempo will pick up. Interactive dances will be arranged by the DJ. If the reception is going late and several guests are remaining as the end nears, additional hours can be arranged at this time if the venue manager agrees.

Last Dance

This is an option, also. The song usually used is the same as the first dance song. A different song may also be chosen.

Last Dance? Y ____ N ____

If yes, list song and artist _____

The Music

This section is concerned with helping you to understand a few important facets of the music that will be played to make your wedding reception a success. Music comes in all styles. Casual or sophisticated; classical or rock; reggae or jazz; polka or pop. It is played loud or soft and fast or slow. It appeals to young and old. It can make you feel lively or lethargic. Music is a common element of everyday life, but for your wedding celebration, the music should be extraordinary and special.

Styles

Playing a variety of music styles is a big part of our programming that will make the dancing segment of your wedding reception a huge success. It is impossible to play any one specific type of music that will appeal to everyone. Ethnic tunes, oldies, and today's hits are combined in a cohesive presentation to allow your guests the opportunity to participate in your celebration, and enjoy themselves on the dance floor. Playing heavy metal or gangsta rap, for example, will upset and displease some of your guests while pleasing a very small minority. People often request songs that do not "fit in" with your intended programming, or they may request inappropriate songs, such as those about divorce. We do not honor such requests nor, will songs with explicit lyrics be played if minors are present.

Requests

You may have specific songs which you would like to have played during your reception, and you may prefer to eliminate certain songs or kinds of music. We do however, discourage you from setting the entire music format as this is rarely successful. Our

years of experience are the best judge of what will get your guests up and dancing. We will also accept danceable requests from your guests.

List of Songs & Music Types NOT to be played

(Use back or additional sheets if necessary)

List of Songs to be played ONLY IF REQUESTED BY A GUEST

(Use back or additional sheets if necessary)

Music Requests (Songs to DEFINITELY be played)

(Use back or additional sheets if necessary)

Note that there are specific sections for music for cocktail hour, guest entrance, grand entrance, and last dance, so do not list those songs here.

<u>Title/Artist</u>	<u>Notes (specific time to play, person to dedicate to, etc.)</u>

Sound Levels

Music volume will be kept at an appropriate level so it doesn't "interfere" with the event.

Through out all segments of the reception, cocktail hour, dinner and dancing, the music will add to the proper atmosphere. During dinner the music will be loud enough to fill in any "dead" air that may occur while people are enjoying their meal. However, the music level will not be so loud that it is distracting when you are engaged in normal conversation. As the event progresses into the dancing portion of the event, the volume will increase. The increase will be mainly concentrated on the dance floor. This will add to the excitement of the party and help to entice your guests to the dance floor. Some people may prefer conversation over dancing. They should be able to find quieter areas away from the dance floor. Usually those that complain about the volume are those sitting in front of the speakers!