



Moonlight DJ

Planning Guide & Tips

Wedding Reception

We encourage our Wedding Clients to complete this planning guide and forward it to Moonlight DJ Entertainment for review and appropriate event planning for your special day.

(Please Print)

Contact Phone () -

Bride's Name _____ Email Contact _____

Groom's Name _____ Email Contact _____

Reception Date _____ Location _____

Reception Location Address _____

Reception Venue Contact / Phone _____

EVENT INFO:

Moonlight DJ Entertainment Attire: *Tuxedo attire unless specified.*

- Formal (Tuxedo) Semi-Formal (Suit/Shirt/Tie)
 Business Casual (Khaki Pants/Button Down or Polo Shirt) Casual (Jeans/Polo)

DJ Location(s): (please check all that apply)

- Indoors Outdoors Upstairs Downstairs On Stage/Platform

What time are the guests expected to arrive at the Reception? _____ AM / PM

What time are you expected to arrive at the Reception? _____ AM / PM

Are you having cocktails and/or hors d'oeuvres? _____ Start Time: _____ AM / PM

Are you having dinner? _____ Start Time: _____ AM / PM Buffet Sit Down

Primary Age Group? _____ to _____ How many guests are expected to attend? _____

Will you be utilizing Moonlight Picture and/or Video Montage and/or Moonlight Messaging Options? _____

If yes, your preferences, space permitting (please check all that apply):

- COCKTAIL HOUR ROOM DINNER ROOM BOTH

COCKTAIL / DINNER MUSIC:

Moonlight DJ will work with you closely to play your desired and preferred music types and specific songs. This section will help serve as a guide in our planning with you.

Please note **C** for preferred during Cocktail Hour and/or **D** for Dinner:

_____ **Big Band** _____ **Classical** _____ **Light Rock** _____ **Jazz** _____ **Variety**

_____ **Other:** _____

DANCE MUSIC:

Please check off your preferences and note your top 3:

- | | | |
|--|---|---|
| <input type="checkbox"/> 80's Retro | <input type="checkbox"/> Hard Rock | <input type="checkbox"/> R&B |
| <input type="checkbox"/> Alternative | <input type="checkbox"/> House | <input type="checkbox"/> Rap |
| <input type="checkbox"/> Big Band / Swing | <input type="checkbox"/> Latin Dance | <input type="checkbox"/> Rock & Roll |
| <input type="checkbox"/> Classic Rock | <input type="checkbox"/> Motown | <input type="checkbox"/> Waltz |
| <input type="checkbox"/> Current TOP 40 | <input type="checkbox"/> Oldies | <input type="checkbox"/> Cultural _____ |
| <input type="checkbox"/> Country | <input type="checkbox"/> Polka | |
| <input type="checkbox"/> Disco | <input type="checkbox"/> Pop | <input type="checkbox"/> Other _____ |

TOP 3!

1. _____

Would you like us to take requests from your guests? _____

2. _____

If a song from a music category listed above is requested by a Guest, however it is not checked, may we play it? _____

3. _____

SPECIALTY MUSIC:

Bridal Party Introduction Music Title/Artist _____

Bride & Groom's First Dance Title/Artist _____

Father / Bride Dance Title/Artist _____

Mother / Groom Dance Title/Artist _____

Parent's Dance Title/Artist _____

Bridal Party Dance Title/Artist _____

Toast / Speeches Title/Artist _____

Toast / Speeches Title/Artist _____

Other _____ Title/Artist _____

Special Interactive / Theme Dance Requests: _____
(Please discuss with your DJ for fun options)

We'll be happy to assist you with music selections for the:

Wedding Ceremony

Interlude Music / Prelude Music /
Processional Music / Recessional Music
/ Unity Candle

Reception

Introduction / Bouquet Toss / Dinner/ Cake Cutting /
First Dance / Father-Daughter / Mother-Son / Garter Toss /
Dollar Dance / Wedding Party / Last Dance...

INTRODUCTIONS

Please note and discuss the phonetic pronunciations of each name to assist the MC in their proper introduction. Please also identify the order in which you would like the introductions.

Order Number Bridal Party Introductions

_____ **USHERS** _____

_____ **FLOWER GIRL** _____

_____ **RING BEARER** _____

_____ **GRANDPARENTS OF THE BRIDE** _____

-or-

GRANDMOTHER _____ **Escorted by** _____

GRANDFATHER _____ **Escorted by** _____

_____ **PARENTS OF THE BRIDE** _____

-or-

MOTHER _____ **Escorted by** _____

FATHER _____ **Escorted by** _____

_____ **PARENTS OF THE GROOM** _____

-or-

MOTHER _____ **Escorted by** _____

FATHER _____ **Escorted by** _____

_____ **BRIDESMAIDS** **GROOMSMEN**

_____ **MAID** (single) _____ **MATRON OF HONOR** (married) _____ **BEST MAN**

_____ **BRIDE & GROOM!**

Please indicate how you would like to be introduced (i.e. Mr. and Mrs. Charlie Brown Lucy and Charlie Brown, etc.)

OTHER WEDDING VENDOR CONTACTS:

Caterer (if different from the Reception Venue Contact) _____

Photographer _____

Videographer _____

Special Entertainment _____

Whether we are working with our preferred entertainment partner, *Image Film Studio* or the vendor(s) you have selected, we will do our best to coordinate all the essential aspects of your special day to truly make it an event you will cherish for the rest of your lives.

This form is intended as a guide and for helpful tips. It is important that you review all aspects of this guide and all your desires and requests for your special day with **Moonlight DJ Entertainment.**

You may also use the **On Line Event Planning System** located on the Clients Page on our website www.moonlightdj.net. Here you can make specific "play" and "no play" requests and create your moonlight messages. You can also enable guests to make song and messaging requests prior to your event if you desire. We will provide you with an account number for your and if desired, guest access to the system.

Please don't hesitate to contact us if you have any questions. We'll go over everything with you as often as you need!

Thanks,

Andy

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