

WEDDING DETAILS – INFORMATION PACKET

Congratulations! We are sure that as this special day nears, you will have more and more things to focus on, worry about and ensure that this day will be perfect in every way. Well, this document is designed to ensure that at least the music, ambience and of course the details involved with the reception (within the DJ's control of course) are fully documented and to your satisfaction.

We know you have a wide choice of entertainment services, but we are overjoyed to be able to make your day as special as it possibly can. We have over 10 years of wedding reception, musical event and 'just about any other type of event that could use a DJ' experience.

This packet will walk you through your event details. Please spend a reasonable amount of time filling it out because the more information we have to work with, overall the event will flow that much more smoothly.

Page 1: this is the basic detail of the event. Date, times, locations, requirements for the reception area, etc. This is to make sure that at the event location details and basic information is captured.

Page 2: Wedding Party details (required only if you want the wedding party announced). The DJ will gather everyone prior to the announcements, but having this filled out will streamline the effort and get the party started that much sooner.

Page 3: Event schedule and select event/song accompaniment. We try to not only be the musical soundtrack and entertainment, but with the other participating support staff (photographer, video person, wait staff, etc) it helps to know the overall schedule.

Page 4: Music selections. Of course, there will be music and we have tons of it! But to ensure we capture the night perfectly, knowing that 'must have' song, or the ones that 'please do not play', really helps overall. The last thing you want is to request a song that we don't have or its not the version you remember or something that you or the audience members truly dislike.

Page 5: Comments, notes to the dj. Pretty much anything else to be captured here that were not covered in the prior pages.

Note: this does not substitute a discussion or if needed an in-person meeting. We can certainly schedule and make that happen. This is the sheet we use to ensure anything needed for the day of is documented.

EVENT DETAILS

Event Type: Wedding Reception

Wedding ceremony coverage needed: no

Event Theme: (if needed) _____

Event Date: October 7th, 2023 Guests arrival time: _____

Event floor lighting needed: Yes No

Uplighting needed: Yes No

Photographer Company: _____ Name of representative: _____

Preferred hours of contact: _____ Email: _____ Phone: _____

Location Name: _____

Location Address: _____

Location City: _____ Location State: _____

Location Contact Name: _____

Preferred hours of contact: _____ Email: _____ Phone: _____

-- Location details if known fill out, if not we will contact location for information --

Room name/location at venue: _____

Floor of building: _____ Elevator access possible (if not main floor) _____

If no elevator, how many flights of stairs between ground floor and event room: _____

Preferred location to load equipment: _____

How far is loading location from building entrance: _____

How soon can we get into the event location for setup: _____

How soon after event closure do we need to be out of the building: _____

DJ requirements:

At least 5x10 space for equipment setup

4x8 table with matching event color trim and table cloth

1 20 amp circuit outlet near equipment setup (required).

If possible an additional 20 amp circuit (separate lights from sound)

EVENT SCHEDULE

Note: this is not a strict itinerary. But trust us, during the day of the reception, having a framework for time will get the most out of your special day

Happy hour/pre-dinner music

Needed: Yes No Start time: _____

Style: background instrumental upbeat use your judgement specific genre _____

Dinner music

Start time: _____ End time: _____

Prayer prior to dinner: Yes No Pastor/Officiant name: _____

Style: background instrumental upbeat use your judgement specific genre _____

Special events

Wedding party announcements: Before Dinner After Dinner Start Time: _____

Song for wedding party: _____

Song for intro for Married Couple? Yes No

Song for Married Couple: _____

Toast/family/loved ones: Before Dinner After Dinner Start Time: _____

Cake cutting: Before Dinner After Dinner Start Time: _____ Song: _____

Garter: Yes No Start Time: _____ Song: _____

Bouquet: Yes No Start Time: _____ Song: _____

First Dance Song: _____ Play to full or stop at time of? _____

Daddy/Daughter Song: _____ Play to full or stop at time of? _____

Mother/Son Song: _____ Play to full or stop at time of? _____

Bridal Party Song: _____ Play to full or stop at time of? _____

Final call for bar close time: _____ Last Dance to be played at: _____

Last Dance Song: _____ Play to full or stop at time of? _____

Note: The above is just a suggestion/common event songs. You certainly can request any other types of songs/event items, please detail on the following songs page.

MUSICAL REQUIREMENTS

DJ Style:

Crowd management:

- Entertain the Crowd Limited Mic work as needed No mic, we paid for music
 Use your judgement Comments: _____

Music management:

- Non-stop keep it moving Give us a break at times Let the song play, no mixing
 Use your judgement Comments: _____

Volume level

- Rock the house Adjust based on the crowd response Conversational level please
 Use your judgement Comments: _____

If you need more room, you can submit multiple pages for the below spaces. Also, if there are any very odd or extreme requests, we would like your inputs on the day of reception if needed.

Gotta Plays: These songs have to be played (we will do our best to accommodate all listed songs but might hit play time limitations). Also indicate version/mix if known/needed and if any special meaning or announcement needed prior

Stay aways: These songs if requested will be politely refused. Any 'I know the bride/groom', etc claims will also not be honored. These are a strictly no-fly list set of songs

Only if requested: These songs will not be played unless a guest requests them. These are acceptable 'I know the bride/groom' claim type songs

NOTES/DETAILS/THINGS WE HAVEN'T THOUGHT OF

A large, empty rounded rectangular box with a thin black border, intended for the user to write notes, details, or things they haven't thought of.

If you have made it this far. Thank you!! Taking the time to fill this out will be very helpful towards the assurance that your special day will be as smooth as we can possibly make it. Please send any/all updates to this document to the.dj.nrg@gmail.com. Or text at 219-779-0918