



Complete Music
DISC JOCKEY SERVICE

AMERICA'S MOST POPULAR DJ ENTERTAINMENT SERVICE

RECEPTION PLANNER

Complete Music has two goals:

1. To make sure that at your dance everything runs smoothly and according to your plans.
2. To make sure that all of your guests have a great time.

Filling out this reception planner will help us meet these goals.

BRIDE'S INFO

BRIDE'S NAME _____
 PHONE # _____ WK/Cell # _____
 EMAIL _____

GROOM'S INFO

GROOM'S NAME _____
 PHONE # _____ WK/Cell # _____
 EMAIL _____

GENERAL INFO

DATE OF RECEPTION _____
 ADDRESS (RECEPTION HALL) _____
 CITY (RECEPTION HALL) _____ STATE _____ ZIP _____
 DIRECTIONS TO RECEPTION _____

DJ PROFILE

• How would you like your DJ to dress? Tux Suit Casual

Other(explain): _____

• What type of DJ personality do you prefer? Outgoing Moderate Easy Going

SET-UP TIME

Your DJ would like to begin setting up at least one hour prior to the start of your dance.
Please have one table (at least six feet in length) placed where you would like the DJ to perform.

What time is your ceremony? START TIME: _____ END TIME: _____

What time is your reception? START TIME: _____ END TIME: _____

What time will your guests arrive at the reception hall? _____

What time will the Bride and Groom arrive? _____

Will you be serving Hors d'oeuvres Sit-Down Dinner Buffet Approx. Time _____

Will there be a blessing for the meal? Yes No

(If yes) Who will give the blessing? _____

(Early set-up time is available; please call your Complete Music representative for details.)

RECEPTION FLOW

Would you like the DJ to introduce the Bride and Groom when they arrive? Yes No

How would you like the Bride and Groom announced? _____

Would you like the DJ to introduce or announce the wedding party? Yes No

BRIDESMAIDS

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

GROOMSMEN

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____
- 7 _____
- 8 _____

The following is a list of items that may take place at your reception. Please check the items you desire at your reception.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Receiving Line | <input type="checkbox"/> Bouquet Toss |
| <input type="checkbox"/> Dinner/Buffer | <input type="checkbox"/> Garter Toss |
| <input type="checkbox"/> Cake Cutting | <input type="checkbox"/> Dollar Dance |
| <input type="checkbox"/> Toast to Bride/Groom | <input type="checkbox"/> Other |

Bride & Groom Dance (Song Selection & Artist) _____

Father & Bride Dance (Song Selection & Artist) _____

Mother & Groom Dance (Song Selection & Artist) _____

Parent's Dance (Song Selection & Artist) _____

Parent's Names:

(Bride's Father) _____ (Bride's Mother) _____

(Groom's Father) _____ (Groom's Mother) _____

Wedding Party Dance:(Song Selection & Artist) _____

MUSIC VARIETY

Your DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections. Please Select the music styles you want played at your event.

- | | |
|---|---|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> R&B |
| <input type="checkbox"/> Top 40 | <input type="checkbox"/> Alternative |
| <input type="checkbox"/> 90's | <input type="checkbox"/> Big Bands |
| <input type="checkbox"/> 80's | <input type="checkbox"/> Country |
| <input type="checkbox"/> 70's | <input type="checkbox"/> Contemporary Country |
| <input type="checkbox"/> 60's | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> 50's | <input type="checkbox"/> Waltzes |
| | <input type="checkbox"/> Rap |

Please Select from our song catalog and write below some of the songs you know you would definitely want your DJ to play. You can also view our song listing online at www.cmusic.com. Keep in mind your DJ can play between 60-70 songs in a 4-hour period..

TITLE AND OR ARTISTS: _____

Do you wish to bring music from your personal CD collection? Yes No

ICEBREAKERS

Your Complete Music DJ has been trained to help your guests have fun and become part of your celebration through the use of icebreaker dances. If you are unsure of what an icebreaker dance is please contact your representative.

- | | |
|--|---|
| <input type="checkbox"/> Bird (Chicken) Dance | <input type="checkbox"/> Lost That Loving Feeling |
| <input type="checkbox"/> Brown Bag Dance | <input type="checkbox"/> Love Theme |
| <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Macarena |
| <input type="checkbox"/> Cha Cha Slide | <input type="checkbox"/> Macho Man |
| <input type="checkbox"/> Circle Two | <input type="checkbox"/> Party Train |
| <input type="checkbox"/> Conga Line | <input type="checkbox"/> Remedial Disco/YMCA |
| <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Shout |
| <input type="checkbox"/> Country Line Dances | <input type="checkbox"/> Slow Ladies Choice |
| <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Snowball Dance |
| <input type="checkbox"/> Flying Dutchman/Butterfly | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Happy Couples | <input type="checkbox"/> Survivor |
| <input type="checkbox"/> Hokey Pokey | <input type="checkbox"/> Twist |
| <input type="checkbox"/> Locomotion | |

Others you may have seen but are not listed: _____

SPECIAL ATTENTION, ANNOUNCEMENTS OR REQUESTS

In order to help your reception flow smoothly, your DJ will coordinate with your reception hall staff, caterer and photographer.

Hall Manager's Name: _____

Videographer's Name: _____

Caterer's Name: _____ Company: _____

Photographer's Name: _____ Company: _____

Are there any special situations or things your DJ should know (i.e. divorce, step parents, recent funeral, handicaps, etc.)?

We're happy to announce where you are going on your honeymoon, birthdays, anniversaries or any other special occasion or, if you like, you can use our microphone for your own announcements.

Comments:

Thanks again for booking Complete Music!

