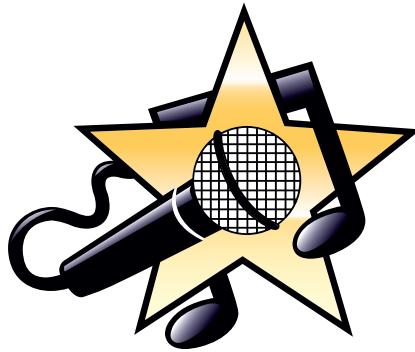


Date of Wedding: \_\_\_\_\_

DJ: \_\_\_\_\_



# ALLSTAR Entertainment<sup>SM</sup> & Uplighting

P.O. Box 2120 Andover, MA 01810

[www.getadj.com](http://www.getadj.com)

978 470-4700 FAX: 978 470-4740

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## Wedding Party Introductions

**Intro Music** (must be INSTRUMENTAL):  DJ's Choice  Other: \_\_\_\_\_

**Grandparents:** (Please check one )  Announce into Room  Acknowledge at Table  None

Bride's Grandparents: \_\_\_\_\_

Groom's Grandparents: \_\_\_\_\_

**Parents of the Bride:** \_\_\_\_\_

(use 2nd line if announced separately): \_\_\_\_\_

**Parents of the Groom:** \_\_\_\_\_

(use 2nd line if announced separately): \_\_\_\_\_

### Bridesmaids

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

### Groomsmen/Ushers

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Flower Girl/Jr. Bridesmaid:** \_\_\_\_\_

**Ring Bearer/Jr. Usher:** \_\_\_\_\_

### Maid/Matron of Honor

1. \_\_\_\_\_
2. \_\_\_\_\_

### Best Man

1. \_\_\_\_\_
2. \_\_\_\_\_

**BRIDE & GROOM:** \_\_\_\_\_

**Bride's Name:** \_\_\_\_\_ **Wedding Date:** \_\_\_\_\_

**Place of Reception:** \_\_\_\_\_ **Travel Time from Church?** \_\_\_\_\_ **minutes**

**Time of Ceremony:** \_\_\_\_\_ **Check one:**  Church/Full Mass  Church/Ceremony only

**if Ceremony is at Function Hall:**

In same room as DJ  in another room  Outdoor Ceremony

**Ceremony Music by:**  DJ  Other \_\_\_\_\_ Time Booked? \* \_\_\_\_\_ to \_\_\_\_\_  
 (\*your ceremony music needs to start about 1/2 hour BEFORE the ceremony, to play as guests are arriving.)

**Cocktail Hour Music by:**  DJ  Other \_\_\_\_\_ Time Booked? \* \_\_\_\_\_ to \_\_\_\_\_

**Total Hours DJ is booked:** from \_\_\_\_\_ to \_\_\_\_\_  Sit-Down Meal  Buffet/Stations

**Receiving Line:** (Please check one)  after Ceremony  We'll Be Visiting Tables Instead  None

**Music Request for BRIDE AND GROOM'S FIRST DANCE:** \_\_\_\_\_

**When?** (Please check one)  After Intros:(most popular choice)  After Toast

**Bridal Party to be:**  Seated before 1st dance  Lined-up along the edge of the dance floor

**Invite Wedding Party to join First Dance?**  Yes  No **Invite Parents too?**  Yes  No

**Blessing Given by:** \_\_\_\_\_ or  Blessing by DJ  None

**Toast Given by:**  Best Man \_\_\_\_\_  Maid of Honor: \_\_\_\_\_

**If more than one toast, list first names in order:** \_\_\_\_\_

**Cake Cutting Ceremony:** When?  After Salad  After \_\_\_\_\_ Course  No Cake Ceremony

"Bride Cuts the Cake" Song  Announce w/Background Song: \_\_\_\_\_

**Giving Away Centerpieces?**  Yes  No

**Meals Provided for Vendors?**  Yes  No

**Bride's Dance w/Father:**  Yes  No Song: \_\_\_\_\_

**Groom's Dance w/Mother:**  Yes  No Song: \_\_\_\_\_

**Bouquet Toss:**  Yes  No **or**  Presenting it to: \_\_\_\_\_

**Garter Toss:**  Yes  No

**Changing Clothes?**  Yes  No (\*If yes, please be ready 15 minutes before scheduled end of reception.)

**Request for Bride & Groom's Last Dance:** \_\_\_\_\_

**Post-Reception Party? at:** \_\_\_\_\_ **Honeymoon at?** \_\_\_\_\_

**Bride's Current Phone Numbers:**

**H:** \_\_\_\_\_ **W:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Address after Wedding:** \_\_\_\_\_

**Bride's Email:** \_\_\_\_\_

## **The AllStar Entertainment Staff**

Planning your wedding can be a lot of work, but it should also be a lot of fun. Our goal is to provide you with helpful ideas and suggestions that will reduce your work and increase your overall enjoyment. If you have any questions regarding your contract, reception planner, payments, music, etc., please call Michael Edwards. He is available during regular business hours (10 am to 5 pm Mon-Fri) and is a full-time wedding and event planner as well as a DJ/MC/agent.

## **Planning Your Wedding Reception**

We believe that pre-reception planning with your AllStar DJ/MC/Entertainer is the foundation of a successful event. Your DJ/MC will contact you after we receive your completed reception information forms which are due back here approximately 6 weeks prior to your wedding date. This final consultation (which may be done by telephone or scheduled in person by appointment) will help to "tie it all together" and will usually take place on the Monday prior to the wedding date. This is an excellent opportunity to go over the order and flow of all the events planned for your reception and to confirm all the musical requests and details one final time, for both your "peace of mind".

## **Our Sound System & Set-Up ( \* \* IMPORTANT )**

One of the most important factors in the success of your reception is where our DJ sound system is set up. It is critical that the DJ system is placed in an area directly in front of (or next to) the dance floor, providing your DJ with a good line of vision to the entrance of the room, head table and cake table. Your DJ/MC needs to be able to see each of these areas in order to control the timing of each event. If the cake table is normally located in area out of his view at the opposite side of the room, request that it be placed in a closer location. Please be sure that your venue (hall) provides us with a minimum 6' skirted DJ table reasonably close to an AC power socket, within a minimum area of 10' X 12' for our sound system set-up. If you have guests seated in a different room, or if an additional sound system is needed for your ceremony outside or cocktail hour in another location at the same venue, you can add an optional second sound system. For performances with over 350 guests, we suggest additional amplification and speakers ("an enhanced sound system"), so that all your guests will hear all the announcements and music equally.

## **The Sequence Of Events**

As entertainment professionals, we are experts at helping you plan the best sequence for all the reception music and formalities. If you are planning a tentative agenda with any other wedding professionals (caterer, photographer, video, wedding planner etc) please co-ordinate the timing and schedule with us as well, since your DJ/Master of Ceremonies is uniquely experienced and qualified to help create the perfect order of events for you – one that flows smoothly from one event to the next, while maximizing the enjoyment and participation of all guests right until the very end.

## **Gratuities**

Unlike many other service professionals, we do not contractually add service charges or gratuities in advance. After considering the DJ's advice, suggestions and time spent planning your event, the overall quality of service received and how greatly the music & entertainment contributed to the success of your day, we believe you should decide for yourself what level of gratuity you feel is appropriate. In our industry, a tip of 10% is most common and is usually paid directly to your DJ/MC at the conclusion of the event.

## **Dedications, Birthdays, Anniversaries, etc.**

Be sure to list any special announcements (birthdays, anniversaries, dedications, presentations etc) you would like your MC to make. This is a great way to personalize your event and recognize someone special. Do you prefer no such announcements on your day?

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## **Sensitive Subjects**

Your AllStar DJ/MC will conduct himself or herself in a professional and courteous manner at all times throughout your reception. If you feel we need to be aware of any sensitive information regarding your event, family, or guests, please list it here:

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## **Anything Else We Should Know?**

If you are having a video or slide presentation, a guest singer or musician(s), group photos of your fraternity/sorority or extended family or any other scheduled event at your reception that is important to you, please be sure to list them here or on a separate piece of paper. Your AllStar DJ/MC will offer suggestions regarding the sequence and timing of these special touches for optimal results, especially if the bride & groom or certain members of the families will have to leave the main reception for any length of time. Remember: you are the focal point of your reception.

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*In case you need a few song suggestions or ideas for your "special" dances at your wedding reception.....*

**First or Last Dance****Love Songs**

Amazed  
 All the Way  
 At Last  
 Beautiful In My Eyes  
 Bless the Broken Road  
 Don't Want To Miss a Thing  
 Endless Love  
 From This Moment  
 I Could Not Ask For More  
 I Finally Found Someone  
 It's Your Love  
 Someone Like You  
 The Way You Look Tonight  
 Unchained Melody  
 Valentine

**Bride and her Dad songs**

Daddy's Little Girl  
 Daughters  
 Butterfly Kisses  
 Because You Loved Me  
 I Loved Her First  
 Turn Around  
 To Sir With Love  
 A Song For My Daughter  
 Daughter of Mine  
 Through the Years  
 Unforgettable  
 Father & Daughter  
 Little Miss Magic  
 My Little Girl

**Groom and his Mom songs**

A Song For My Son  
 I Hope You Dance  
 Times of Your Life  
 If I Could  
 A Song For Mama  
 The Perfect Fan  
 Mama  
 Wind Beneath My Wings  
 May Each Day  
 Through the Years  
 Pal of My Cradle Days  
 You've Got a Friend  
 My Son  
 My Boy  
 The Man You've Become

**Songs For Bridal Party or Special Friends**

That's What Friends Are For  
 Any Time You Need a Friend  
 Count On Me  
 Can You Feel the Love Tonight  
 I'll Be There for You  
 ("Friends" Theme)

You've Got a Friend In Me  
 I'll Be There  
 L.O.V.E.  
 I'll Stand By You  
 What a Wonderful World

Thank You For Being a Friend  
 You've Got a Friend  
 You're My Best Friend  
 Friends In Low Places  
 (Ya Gotta Have) Friends

**A word about song selection and sending a "Do play list or Don't play list" to your DJ**

Every audience is different. Every guest at your reception has a totally different idea of what "good" music is, so musical variety and flexibility are very important. The bride & groom will almost never have the same musical tastes as their parents or grandparents may have. Some friends may love music that isn't danceable or that has lyrics unsuitable for an elegant, classy wedding. **The single most qualified person in the room to select the most appropriate mixture of music to please everyone is the experienced music professional you have entrusted with that task.** A good DJ **NEVER** sets the entire playlist in advance.... because flexibility and "reading the crowd" are key. Of course, the bride and groom can pick a few favorite songs or artists in advance, in fact it's very helpful to your DJ to know which types of music you two enjoy most of all (ie: 80's or 90's, hip hop or Top 40, Country etc), but trust in your DJ's years of experience to also respond to the needs of your audience and keep everyone dancing and having fun with the perfect **mixture** of music.

**When picking music you like, make sure it is danceable. Obscure songs or unfamiliar artists can instantly clear a packed dance floor.** A typical client's request list will contain 6 to 12 popular songs you'd really love to hear and perhaps a couple or more that you'd prefer not to be played. No problem..... just let us know.

Our goal is simple: to fill the dance floor and make sure everyone has a great time. Your DJ will call you prior to your function to discuss your musical preferences and to answer any specific questions that you may have.