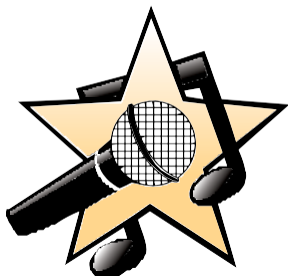


Date of Wedding: \_\_\_\_\_

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



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

1 Main Street Suite #306 Andover, MA 01810

www.getadj.com

978 470-4700 FAX: 978 470-4740

email: info@getadj.com

## Same Gender Reception Form – Wedding Party Introductions

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

Grandparents: \_\_\_\_\_

Grandparents: \_\_\_\_\_

**Intro Music**  DJ Selects  Other: \_\_\_\_\_

**Parents:** \_\_\_\_\_

(use 2<sup>nd</sup> line if announced separately): \_\_\_\_\_

**Parents:** \_\_\_\_\_

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

**Intro Music**  Same as above  DJ Selects  Other: \_\_\_\_\_

### Attendant

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

### Attendant

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

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

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

### Maid/Matron/Person of Honor

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

### Best Man/Woman

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

**Intro Music:**  Same as above  DJ Selects  Other: \_\_\_\_\_

**Newlyweds** \_\_\_\_\_

Please print all names and be sure this is the same order and the same pairings as you give to your venue.

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

**Your Name:** \_\_\_\_\_ **Your Fiance's Name:** \_\_\_\_\_

**Place of Reception:** \_\_\_\_\_ **Time of Ceremony?** \_\_\_\_\_

**Travel Time from Ceremony to Reception:** \_\_\_\_\_ minutes or **On-Site Ceremony** \_\_\_\_\_

**Ceremony to be held**  in reception room  in another room  Outdoors

**Ceremony Music by:**  DJ  Other \_\_\_\_\_ Ceremony from? \_\_\_\_\_ to \_\_\_\_\_  
 (\*background music should start 30 min. BEFORE the scheduled start of the ceremony, to be playing as your guests are

**Cocktail Hour Music by:**  DJ  Other \_\_\_\_\_ Cocktails from? \_\_\_\_\_ to \_\_\_\_\_

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

**Receiving Line:** (Please specify)  At Church  We'll Be Visiting Tables  None

**Music Request for Your FIRST DANCE:** \_\_\_\_\_  
**When?** (Please check one)  After Intros:(most popular choice)  After Toast

**Wedding Party:**  Seated before dance  Lined-up along the edge of the dance floor

**Invite Wedding Party to join in Dance?**  Y  N **Invite Parents?**  Y  N

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

**Toast(s) by:**  Name: \_\_\_\_\_  Name: \_\_\_\_\_

**If more than 2 toasts, list first names in order:** \_\_\_\_\_

**Cake Cutting Ceremony:**  After Meal  After \_\_\_\_\_ Course  No Cake

Announce w/Background Song: \_\_\_\_\_

**Give Away Centerpieces?**  Y  N

**Dance with Parent:** Y  N  Song: \_\_\_\_\_

**Dance with Parent:** Y  N  Song: \_\_\_\_\_

**Bouquet Toss**  Y  N or  Presenting it to: \_\_\_\_\_  
 Bouquet Toss Song Choice: \_\_\_\_\_

**Garter Toss**  Y  N  
 Garter Toss Song Choice: \_\_\_\_\_

**Request for Last Dance:** \_\_\_\_\_

**Preferred Phone Numbers:**

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

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

**Your Email:** \_\_\_\_\_

## The AllStar Entertainment Staff

Planning your wedding will 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 our office staff. We are available during regular business hours (9:30 am to 5:30 pm Mon-Sat) and are full-time, experienced wedding professionals, happy to help our clients free of charge.

## Planning Your Wedding Reception

We believe that pre-reception planning with your AllStar DJ is the foundation of a successful event. Your DJ 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 help, 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 at the conclusion of the event. The same applies to any other wedding professional who goes above and beyond at your wedding.

## 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. We do not allow guests who simply ask for the microphone to make their own unplanned speeches. Please let us know about all pre-planned toasts in advance.

## 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. This can include divorced parents, recent deaths in the family, or any other delicate situation to avoid.

## 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 newlyweds or certain members of their families will have to leave the main reception for any length of time. Remember: you are the focal point of your reception and guests will notice your absence.

## AllStar Entertainment Wedding Music Ideas

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

### First Dance

Thinking Out Loud  
All of Me  
A Thousand Years  
Then  
Marry Me  
You Are the Best Thing  
Wanted  
Someone Like You  
Make You Feel My Love

### Brides & Father

I Loved Her First  
Everything  
Because You Loved Me  
Daddy’s Little Girl  
Over the Rainbow  
Butterfly Kisses  
Unforgettable  
The Way You Look Tonight  
Isn’t She Lovely

### Grooms & Mother

The Perfect Fan  
I Don’t Dance  
A Song For Mama  
What a Wonderful World  
Simple Man  
I Hope You Dance  
If I Could  
A Song For My Son  
I’ll Always Love My Mama

The songs you select for the 3 special dances above are highly personal and should be chosen together. We are happy to suggest other songs and the lists above will evolve as newer, popular choices appear.

### A word about song selection & sending a “Must Play list” or “Do Not Play list” to your DJ

Yes, you can certainly send us a list of your favorite songs or artists to be included at your wedding... it’s your day.

It’s also very helpful to know which songs you really don’t want to hear under any circumstances at your wedding.

Two rules to keep in mind for your requests... the best requests are for popular songs that people will dance to!

A wise couple knows that their parents, grandparents and many guests will not share their exact taste in music.

Every audience is different. Every guest at your reception has a totally different idea of what “good” music is, so

If you allow audience requests and rely on the DJ’s experience and skill to keep the dance floor packed with the

best mixture for your crowd, you will ensure a great reception with all guests having fun and staying until the end.

The more songs on the “Do Not Play” list, the higher likelihood that some guests will be disappointed and leave

early if they don’t hear the songs that they repeatedly request from the DJ. (A DJ telling a guest, “sorry, but that’s

on my “Do Not Play” list” will inadvertently cause that guest to confront YOU in the middle of the dance floor about

letting the DJ play their favorite song... yikes). Our DJs are trained to politely say that we’ll try to play it just as

soon as we have played all of the bride & groom’s “Must Play” songs. Guests with their own requests usually

understand and accept the fact that your requests have priority. They usually go back to join the fun without bothering

the bride and groom. Your favorite music + a mixture of “good” requests + the DJ’s “can’t miss” choices = Success!

Trust your AllStar DJ to filter out any requests for music you don’t want to hear, or songs that aren’t very danceable or

may contain lyrics unsuitable for your wedding. We’ve got your back!

Our goal is simple: to fill the dance floor all night and make sure everyone says it was the best wedding ever!!