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Wedding Reception Finalization Packet

Making Your Reception
Truly Unique and Personal

Occasions Music

Master Entertainment Systems

229 Lafferty Street

Jeannette, Pennsylvania 15644-1855

Call (724) 523-3667 or 1-800-842-6956

*Print & keep This Packet Until A
Few Weeks Prior To Your
Wedding. Don't return it right
away with your agreement. You
will more than likely change your
mind during the course of
planning your special day.*

Please answer all of the questions in this packet and return it to our office by a few weeks prior to your reception. Your account representative will then contact you by phone just before your reception to get your bridal party names list.



Listed below is a sample reception schedule complete with music. This sample reception is an accurate example of how a typical reception may run and what our DJs would play. Typical is stressed here because final decisions made by your DJs on music selections are based on both how you fill out this packet, and your guests interests and tastes, and these are both unknown variables at the present time. The purpose of this list is merely to give you an idea as to what you can expect from us. We'll keep the dancefloor full, but at the same time, we don't wish to surprise you.



A Sample Wedding Reception



- 4:00pm DJs arrives at banquet facility or hall and sets up equipment.
- 5:00pm DJs starts playing soft background music. Guests begin entering.
- 5:45pm Bridal party arrives, DJs lines them up and introduce everyone into the room over entrance music.
- 5:50pm Blessing of the food and the Toast by the best man. DJs coordinates with photographer, etc.
- 6:00pm Dinner. During which the DJs plays elegant background music with few or no words.
- 7:00pm STARTING OF DANCING PORTION (SEE LISTING BELOW)

- Bride and Groom's first dance together as husband and wife to the selection of their choosing. DJ announces.
- Bridal party selection song. DJs calls bridal party up to join in with the dancing one couple at a time.
- First selection open to all guests. DJ plays slow ballet selection and invites everyone to join in with the dancing.
- DJs introduce themselves and kicks off the dancing with a polka, swing, or jitterbug song.
- The Hokey Pokey - **Dj fills dancefloor with guests** by interactive measures and upbeat background music.
- Y.M.C.A. dance - Dj invites dancers and keeps them really excited. **Dancefloor now at it's fullest point.**
- First Popular Dance Song - newer song to please majority of guests. *(previous 2 songs got them ready for this)*
- Popular slow dance selection - to wind down the previous high energy set
- Bride and groom cut the cake. DJs plays "That's Amore" and announces for everyone to watch & take pictures.
- The Cha Cha Slide - Dj fills dancefloor with guests by interactive measures and upbeat background music.
- Old Time Rock and Roll - Bob Segar / Twist and Shout - Beatles (if appropriate to keep everyone dancing)
- Popular Newer Song (keeps everyone dancing but begins to wind them down for next slow song)
- Popular slow dance selection - to wind down the previous high energy set.
- Boquet and garter toss. DJs coordinates lining up of participants, drumroll, countdown, removal of garter, etc.
- The Cupid Shuffle Line Dance - DJ fills dancefloor with guests by interactive measures and background music.
- Rock Around the Clock / Yakety Yack / Let's Do the Twist - **DJs pass out hula hoops for 50's music set.**
- Locomotion lead by bride & groom gets everyone up (fills floor - gets people dancing who otherwise might not)
- Brick House - the Commodores (or newer song depending on primary age group in attendance)
- Popular slow dance selection - to wind down the previous high energy set.
- The Money Dance (dance with the bride/groom). DJs coordinate & lines up guests and instructs bridal party.
- Bride's dance with her Father to the selection of her choosing (if groom/mother dance also, it goes earlier)
- Groom picks up the Bride and they leave the reception. (or pretend to leave)
- Celebration - Kool and the Gang (quickly fills the dancefloor with guests as the dance music continues)
- **New music can now be played & guests of all age groups will keep dancing - room energy maxed.**
- The Bird dance (the chicken dance) - Dj fills dancefloor with guests and motivates them throughout entire song.

After the above list, the remainder of the evening should pretty much be determined by your guests requests and dedications. Please keep in mind that this listing is a general guideline only and represents a typical wedding reception. Your event could differ greatly.

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Tip: Click the "Weddings" button on the left side of your screen to leave this form for later and return to the "3 Steps" Screen.

▼ **Your Basic Wedding Information**

This page asks you basic questions about your reception. Many of these questions have already been answered by you previously, however, please answer them again for verification purposes. We want to make your special day as perfect as possible!

- In order to locate your account on our system, please list the name your event is booked under, and your reception date. Please include the month, date & year.

- What time will your guests be arriving at your banquet facility? Note this is the time your DJs will be finished setting up their equipment and will begin playing soft background music.

- What approximate time will the bridal party be arriving at the reception? Ideally 15 minutes prior to dinner works best. This gives just enough time for the grand bridal party introduction, and the blessing and toast, which the DJ will order and take care of.

- Typically the blessing of the food and the toast by the best man are planned to happen just before dinner. Is this acceptable?

- What time is dinner scheduled for? Note dinner usually begins immediately after the toast.

- What time do you expect dinner to conclude and dancing to begin with the bride and groom's first dance together? Note we recommend allotting 60 to 80 minutes for dinner.

- At what time should the evening end? (the DJs finish playing their last selection)

- Please list the name of your banquet facility and their telephone number. Also list the name of your banquet manager or the person we should speak with regarding directions.

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▼ Basic Reception Coordination

- Is your cake going to be served as dessert? If so do you wish to have it cut prior to dinner just after the toast, or immediately after dinner? Or will it be cut later on to be given out for the money dance, etc.? If possible, we recommend cutting the cake 15 to 20 minutes after the first dance. This ties the entertainment in with your wedding and helps to create a family type atmosphere. If the cake is to be dessert, consider cutting it just after the toast, prior to dinner, this saves valuable dancing time. When are you planning to cut your cake?

- Is there going to be a money dance (dollar dance)? If so, will the bride and groom both be dancing, or just the bride? And for what song or type of music? The two most popular choices are, (A) all slow love songs, and (B) the polish bridal dance (the la la la song). Which money dance will you be having, if any?

- Will there be a Father/Daughter dance where the bride dances with her Father? If so, to what song? The three most popular choices are, (A) Daddy's Little Girl, (B) Butterfly Kisses, and (C) Wind Beneath My Wings. Note that this dance is usually held immediatly following the money dance. If the groom is to dance with his mother, list that selection here as well.

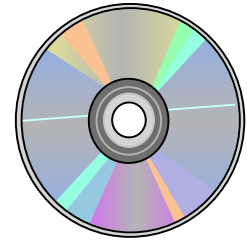
- Who will be giving the blessing of the food before dinner?

- Check this box ONLY if your disc jockey(s) ARE invited to eat dinner:

- Will you be having a bouquet and garter toss? If so, what song would you like played for the removal of the garter? The three most popular choices are, (A) the Stripper, (B) Hot Hot Hot, and (C) Oh Yeah (from the movie Ferris Beuler's Day Off). Also, would you like the gentleman that catches the garter to put it on the lady who catches the bouquet?

- What type of dinner and background music do you prefer to be played? We STRONGLY recommend using our standard light jazz and new age mix. It is very elegant, soft and most appropriate for wedding receptions. Is this fine, or would you prefer something different?

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▼ Starting The Dancing

- What song will start off the dancing after dinner? Note this will be the bride and groom's first dance together as husband and wife. Note this is usually a slow love song.

- After the first dance the DJ will begin calling your bridal party up to the dancefloor one couple at a time, pausing just long enough between for your photographer to get a picture of each. Would you like a special selection played for this? Leave blank for your DJ to choose.

- After the entire bridal party is on the dancefloor would you like the DJ to announce, "*the bridal party may now exchange partners*". Note this gives your photographer more opportunities for pictures and increases guest interest in the bridal dance.

- Your DJ will invite the guests up to the dancefloor to join in with the dancing at the starting of the third music selection. Would you like a particular song played for this? Note it should be slow and tailored to your majority guest's tastes. Note for optimum results we recommend leaving this choice to your DJ. Their experience will aid in filling the dancefloor quickly.

- Your DJs will then introduce themselves and begin playing dance music. Are there any special announcements you would like made first, such as "*please refrain from smoking inside the building*", or "*the bride would like to thank our out of town guests for attending*"?

- Are there any songs that you absolutely DO NOT want played at the reception? If so list them here. Please note, however, that we STRONGLY recommend leaving as many music choices open as possible to your disc jockey. While prohibiting your DJ from playing specific slow dance selections is fine, prohibiting them from playing certain line dances and group songs could have disastrous consequences to your reception.

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Entertainment Checklist Complete

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Done?

Click the "Weddings" link on the left side of your screen to return to the "3 Steps" Screen.



Print & mail this completed packet back to our office by a few weeks prior to your reception. Your account representative will then call eight days before your reception to touch base one last time to get your bridal party names and to go over every detail of your reception. If you need assistance please call our office anytime at (724) 523-3667 or toll free 1-800-842-6956.

Click the "Weddings" link on the left side of your screen to return to the "3 Steps" Screen.