

RECEPTION INFORMATION SHEET-PLEASE FILL OUT USING PEN.

EXTENDED INFORMATION SHEET- visit our website
<http://www.tophatdj.net> for assistance in filling this out. Or, call your DJ!

PLEASE SEND AT LEAST 2 WEEKS BEFORE THE EVENT TO:
(may we suggest sending the balance due with this sheet??)

ROGER CAMPBELL
3633 SPRING RUN
MOUNTVILLE, PA 17554
(717-285-2122)

WILL DONAHOWER
1270 SEGLOCK RD
LITITZ, PA 17543
(717-475-1384)

BRIDE'S MAIDEN NAME (first and last)- _____

GROOM'S NAME (first and last)- _____

Date of event- _____

Phone number(s) to be reached to review this info:

_____ / _____

FUTURE ADDRESS of bride and groom:

WEDDING CEREMONY INFORMATION

Will we be playing at the ceremony? YES / NO (if no you may skip to reception section)

Location of wedding-_____ Will it be held outside? YES / NO

Phone number-_____ Pastor / Priest name-_____

Phone number-_____

What s the earliest we can access the venue? _____

Will you need microphones for the priest / pastor and / or bride and groom? YES / NO-If yes additional fees apply. Call for details.

-Wedding start time-_____ (we begin 1/2 hour before to play music as your guests arrive)

-Music as guests arrive- Light piano (Yanni) / Piano by Candlelight / Light Jazz (Kenny G) or your choice-_____

-Prelude (seating of mothers)- Debussy's Clair De Lune - Flute with Harp Mozart's Elvira Madigan - Flute with Guitar Ode To Joy - Bach Schubert's Ave Maria - Flute with Harp / The Four Seasons – Vivaldi

-Processional of bridesmaids- Air in G for String Bach- Jesu Joy Of Man's Desiring-Pachelbel Canon In D Major

-Bride's formal entrance- Clarke Trumpet Voluntary Wagner Here Comes The Bride - Standard, available in many styles

**-Recessional- Handel's Water Music-Mendelssohn's Wedding March
Mouret Rondeau- Purcell Trumpet Tune**

**EXTENDED INFORMATION SHEET page two- visit our website
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WEDDING RECEPTION INFORMATION

How far from the wedding is the reception hall?-_____minutes

Location-_____Start Time- (reminder our time begins when your guests start to arrive or the contracted start time; which ever occurs first)_____

End time-_____

What time do you have the hall / room until? _____

If the event goes past contract time whom do I contact for confirmation and payment?

Phone number of hall-_____

Catering company-_____ **Contact person-**_____

Phone number-_____

What s the earliest we can access the venue? _____

Contact person at hall before event-_____ **Phone number-**_____

Contact person at hall day of event-_____ **Phone number-**_____

Photographer name-_____ **Phone number-**_____

Videographer name-_____ **Phone number-**_____

Are the hors d'ourves and cocktails in the same room as the reception? YES / NO

If no, will you need us to provide music the cocktail hour in a different room? YES / NO

If yes, additional fees may apply.

Cocktail hour music- light piano / light jazz / classic vocals (Frank Sinatra, Dean Martin, etc.) / soft contemporary pop (Jack Johnson / Norah Jones / Sting / John Mayer)

ANNOUNCEMENT OF BRIDAL PARTY

SONG SELECTION- LOVE THEME FROM ST. ELMOS FIRE / TORN (instrumental version) / A THOUSAND MILES (instrumental version) or your choice- _____

PARENTS OF BRIDE-_____

PARENTS OF GROOM-_____

SONG SELECTION FOR BRIDAL PARTY- Can You Feel The Love Tonight / You're My Best Friend / You're A Friend of Mine or your choice-_____

BRIDESMAID-_____

GROOMSMAN-_____

BRIDESMAID-_____

GROOMSMAN-_____

BRIDESMAID-_____

GROOMSMAN-_____

BRIDESMAID-_____

GROOMSMAN-_____

FLOWER GIRL-_____

RING BEARER-_____

MAID/MATRON OF HONOR (circle)-_____

BEST MAN-_____

SONG SELECTION FOR BRIDE AND GROOM- Going to the Chapel / Rocky Theme / You Make My Dreams / Don't Stop Till You Get Enough- or your choice-

MR. AND MRS -(this is what you would like to be called all night)

Should we announce to have everyone sign the guest book? YES / NO
If yes, where will the guestbook be placed?

FORMAL EVENT SCHEDULE

PLEASE CIRCLE YES OR NO AND SONG SELECTION OR FILL IN YOUR SONG CHOICE.

YES / NO- TOAST TO BE GIVEN BY-_____

YES / NO- BLESSING TO BE GIVEN BY-_____

MUSIC DURING MEAL- **_ light piano / light jazz / classic vocals (Frank Sinatra, Dean Martin, etc.) / soft contemporary pop (Jack Johnson / Norah Jones, Sting / John Mayer)**

TYPE OF MEAL- sit down (served) / stations / buffet
Should we announce the dismissal of tables? YES / NO
If yes, in what order?

SONG FOR CAKE CUTTING-**PLEASE SELECT / CHOOSE TWO SONGS--** LOVE & MARRIAGE / WHEN I'M 64 / I GOT YOU BABE / OBLA-DI OBLA-DA) or your choice(s)-_____

SONG FOR FIRST DANCE-

YES / NO- BRIDE-FATHER DANCE- MY LITTLE GIRL / BUTTERFLY KISSES or your choice-_____

YES / NO- GROOM-MOTHER DANCE- WHAT A WONDERFUL WORLD / SONG FOR MAMA or your choice-_____

YES / NO- PARENTS' DANCE- THROUGH THE YEARS / YOU'RE STILL THE ONE or your choice-_____

YES / NO- BRIDAL PARTY DANCE- THAT'S WHAT FRIENDS ARE FOR / FRIENDS (Michael W. Smith) or your choice-

YES / NO- THROW BOUQUET

Song to call single girls up- GIRLS JUST WANNA HAVE FUN / I'M EVERY WOMAN / MAN! I FEEL LIKE A WOMAN

Song to throw bouquet- GIRLS JUST WANNA HAVE FUN / I'M EVERY WOMAN / MAN! I FEEL LIKE A WOMAN

YES. / NO- REMOVE GARTER

Song to remove garter- OHH YEAH / DANGER ZONE / GROOVE ME

YES / NO- THROW GARTER

Song to call single men up-I'M TOO SEXY / BAD TO THE BONE / BAD BOYS

YES / NO - PLACE GARTER ON LEG OF FEMALE WHO CAUGHT BOUQUET

Song to place garter on- OHH YEAH / DANGER ZONE / GROOVE ME / ROCK N ROLL PART 2

YES / NO - DANCE BETWEEN FEMALE WHO CAUGHT BOUQUET AND MALE WHO CAUGHT GARTER

Song- STRANGERS IN THE NIGHT OR YOUR CHOICE-

YES / NO- ANNIVERSARY DANCE (call married couples up and dismiss in years of marriage)

Song(s)- Usually two songs- THROUGH THE YEARS / YOU'RE STILL THE ONE OR YOUR CHOICES)-_____

YES / NO- DOLLAR DANCE

Will the Maid / Matron of Honor and Best Man be collecting for this? YES / NO
If no, what will be used to collect the money and who will do it?

Songs- Usually 4-5 - CAN YOU FEEL THE LOVE TONIGHT / SAILING / TRUE / FOREVER YOUNG / SOMEWHERE OUT THERE / I'LL BE THERE OR YOUR CHOICE (S)-

YES / NO- LAST SONG FOR BRIDE AND GROOM-

If YES

- a. Just bride and groom on floor
- b. Have guests form circle around bride and groom
- c. Guests join bride and groom on the floor

*****PLEASE NOTE-This is the usual procession of events you may combine / delete and / or switch to your taste!!**

SPECIAL ANNOUNCEMENTS (birthdays / anniversaries, etc. Please be specific with dates and years)

1. _____

2. _____

3. _____

“”THE REST OF THE EVENING”

Guests in attendance-Please place a percentage of people in the appropriate age range. Please make sure the numbers add up to 100%.

_____ -12 years old	_____ 31-40 years old
_____ - 13-17 years old	_____ 41-50 years old
_____ - 18-25 years old	_____ 51-65 years old
_____ - 26-30 years old	_____ Older than 65

Favorite songs / groups / artists of the bride. Songs you listened to growing up / college sorority songs, etc. THESE ARE “MUST PLAY!”

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Favorite songs / groups / artists of the groom. Songs you listened to growing up / college fraternity songs, etc. THESE ARE “MUST PLAY!”

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

MUSIC GENRE SELECTION Please place a percentage of desired musical genres on the lines provided. Please make sure the numbers add up to 100%.

_____ BIG BAND / SWING	_____ CLASSIC COUNTRY
_____ POLKA	_____ CURRENT COUNTRY
_____ OLDIES (50's)	_____ ALTERNATIVE
_____ MOTOWN	_____ R&B
_____ CLASSIC ROCK	_____ FUNK
_____ DISCO	_____ HIP-HOP
_____ 80's	_____ RAP
_____ 90s	_____ LATIN
_____ TOP 40	_____ CHRISTIAN

What was the first dance of the bride's parents?

Should we play it? YES / NO

Should we dedicate it to them or just play it? DEDICATE / JUST PLAY

What was the first dance of the groom's parents?

Should we play it? YES / NO

Should we dedicate it to them or just play it? **DEDICATE / JUST PLAY**

YES / NO -SHOULD WE TAKE REQUESTS FROM YOUR GUESTS?

If yes, how important are those requests? (Please circle)

- a. **VERY** important –definitely play them
- b. If you can fit them in
- c. If they fit the “flow”

PRIORITIZE THE DANCE MUSIC: Place a “1” next to the most important factor, ‘2” and then a ‘3” for the least important of the three.

_____ Requests from your guests

_____ The music you would like to hear

_____ Our selections

Please keep in mind the following: Most receptions are five hours long.

One hour-cocktails

One hour dinner

AT LEAST 1/2 hour for formal dancing, bouquet, dollar dance, etc.

That leaves 2 and 1/2 hours at the **MOST** for your guests to dance. We play (on average) 20 songs an hour. That means we can play, on average, 50 songs at the most.

ARE THERE ANY ‘DO NOT PLAY EVEN IF REQUESTED’ SONGS?

ANYTHING ELSE YOU THINK WE SHOULD KNOW?

NOTES/HELPFUL HINTS

1. We require two 6’ or two 8’ tables to set up upon. Floor to table skirting for one table is requested.
2. Place name cards on bridal table to reduce confusion during entrance.
3. One meal is politely requested at the DJ table (thank you).
4. Place the DJ tables as close to the dance floor as possible-proximity makes a difference!
5. We recommend you do **NOT** place your older guests closest to where the DJ speakers will be placed.