

MC/MUSIC SERVICES WORKSHEET

Our objective is to provide you the music best suited for your group function.

To aid us in customizing your music program, please fill out the following questionnaire and return no later than 4-5 weeks prior to your event. This can be done via email, fax, or mail. The DJ will contact you (2) weeks prior to your wedding to discuss music services for your event.

Client Information

Contact Name: (Bride) _____ (Groom) _____

Phone Number(s): (Bride) _____ (Groom) _____

E-Mail Address(es): (Bride) _____ (Groom) _____

Type of Function: (Circle One) Ceremony & Reception Reception Only # of Guests: _____

Day: _____ Date: _____ Time: _____

GUIDELINES

Consultation: 15-30 minute phone review of the music information sheet with DJ/Music Coordinator at no charge.
Personal meeting: Catering Sales Director to quote Price.

Music Information: Please be as accurate as possible on titles and artists of requested music. The DJ will do their best to make sure they acquire any special songs you request. Should we be unable to meet a request, we will inform you as far in advance as possible for you to choose a different selection or provide us with that particular music. Please Note: All songs requested will be played as time allows. Some songs may be played while the Bride & Groom are not in the room or are busy mingling and not able to pay attention to the music. It is best to put your top (10) ten requested songs down first and then to add other options or styles of music (i.e. Top 40, Hip Hop, Jazz etc.) you would like to hear. The top 10 songs will be played intermittently throughout your event. We will try to incorporate the other requests as time permits. Please make sure to discuss any and all specifics regarding your requested music selections, including your "DO NOT PLAY" list, with your DJ to ensure a successful and music filled event. Wedgewood will provide 1 microphone on a stand. Any other Microphones or equipment required may incur an additional charge and must be discussed and finalized with both your DJ and Wedgewood Catering Sales Director.

WEDDING CEREMONY SHEET

Ceremony Time: _____ Officiant: _____

Pre Wedding Music: (background music during guest arrival/seating)

Classical (O'Neil Brothers, Vivaldi, Bach) _____

Jazz (Sinatra, Fitzgerald) _____

Soft Contemporary (Jack Johnson, Nora Jones, Michael Buble) _____

Other (specify) _____

DJ Choice _____

Special Request(s) (Title/Artist) _____

Processional Music:

Seating of the Mothers: (Title/Artist) _____

WW Suggestions: (Jesu, Joy of Mans Desire - Bach, Summer (Four Seasons) - Vivaldi)

DJ Choice

None

Groom/Best Man/Officiant Entrance: (Title/Artist) _____

WW Suggestions: (Jesu, Joy of Mans Desire - Bach, Summer (Four Seasons) - Vivaldi)

DJ Choice

None

Wedding Party Processional: (Title/Artist) _____

WW Suggestions: (Canon In D - Pachelbel, Trumpet Voluntary - Clark)

DJ Choice

None

Brides Processional: (Title/Artist) _____

WW Suggestions: (Canon in D - Pachelbel, Here Comes the Bride - Wagner)

DJ Choice

None

Music during the ceremony: (For a candle lighting ceremony, rose ceremony etc.)

Yes: (specify type of ceremony and Title/Artist) _____

WW Suggestions: (Arioso - Bach)

DJ Choice

None

Will there be any special readings or soloists during the ceremony? Yes No

Will they need musical accompaniment? Yes (specify) _____ No

Will they need additional Microphones or equipment? Yes (specify) _____ No

Recessional Music: (Title/Artist) _____

WW Suggestions: (Wedding March - Mendelssohn)

DJ Choice

None

WEDDING RECEPTION

(The following is our traditional timeline. Should you want to vary this program, please note and discuss with your Catering Sales Director and DJ)

| <u>Event</u> | <u>When & Duration</u> | <u>Music</u> |
|--|------------------------------|---|
| Cocktail Hour Music (Background music) | 1 hour after ceremony | <input type="checkbox"/> Soft Contemporary (Jack Johnson, Norah Jones, Michael Buble) <hr/> <input type="checkbox"/> Jazz (Sinatra, Fitzgerald) <hr/> <input type="checkbox"/> Light Classic Rock (Eagles, Journey, Rolling Stones) <hr/> <input type="checkbox"/> DJ's Choice _____ <input type="checkbox"/> Other (specify) _____ <hr/> |

Wedding Party Arrival During Cocktail Hour
and Introduction

Introduce:

- Bride & Groom only Song: (Title/Artist) _____
- Bride & Groom and Wedding Party Song: (Title/Artist) _____
- Bride & Groom, Parents and Wedding Party Song: (Title/Artist) _____

Please list names in order of introduction: (If not introducing - please write N/A next to appropriate line)

- | | |
|-------------------------------------|-------------------------------------|
| 1. Parents (B) _____ _____ | 1. Parents (G) _____ _____ |
| 2. Flower Girl(s) _____ _____ | 2. Ring Bearer(s) _____ _____ |
| 3. Bridesmaid _____ | 3. Groomsman _____ |
| 4. Bridesmaid _____ | 4. Groomsman _____ |
| 5. Bridesmaid _____ | 5. Groomsman _____ |
| 6. Bridesmaid _____ | 6. Groomsman _____ |
| 7. Bridesmaid _____ | 7. Groomsman _____ |

8. Bridesmaid _____

8. Groomsman _____

9. Bridesmaid _____

9. Groomsman _____

10. Bridesmaid _____

10. Groomsman _____

11. Maid/Matron of Honor
_____11. Best Man

Bride and Groom announced as: _____

Will there be a Welcome Speech? () Yes () No Given by Whom: _____

Will there be a blessing? () Yes () No Given by Whom: _____

Dinner**1 hour (approximately)**() Soft Contemporary
(Jack Johnson, Norah Jones, Michael Buble)() Jazz
(Sinatra, Fitzgerald)() Light Classic Rock
(Eagles, Journey, Rolling Stones)

() DJ's Choice _____

() Other (specify) _____

Will there be any outside entertainers or musicians during the Reception? () Yes () No

Will they need musical accompaniment? () Yes (specify) _____ () No

If yes, Who will provide the musical accompaniment? _____

Will they need additional Microphones or equipment? () Yes (specify) _____ () No

Formal Toast(s)

Best Man: () Yes Name: _____

() No

Matron - Maid of Honor: () Yes Name: _____

() No

Groom's Parents: () Yes Name(s): _____

() No

Bride's Parents: () Yes Name(s): _____

() No

Other: () Yes Please Specify: _____

() No

Do you want the DJ to invite your guests to make a toast? (Open Mic) Yes No

If it is okay to pass the microphone (Open Mic), do you wish to announce it, and open it to the floor or keep it to close Family and Bridal Party? (Circle one) Floor Close Family & Bridal Party Yes No

First Dance Song? (Title/Artist) _____

Would you like to have a Father/Daughter dance? (Relationship - Father/Step-Father/Other) Yes No

Song to use: (Title/Artist) _____

Half way through Father/Daughter Dance Invite:

- Groom to escort mother onto the floor (Relationship - Mother/Step-Mother/Other)
- Parents (Specify Name(s)/Relationship) _____
- Bridal Party
- None

Would you like to have a Mother/Son dance? (Relationship - Mother/Step-Mother/Other) Yes No

Song to use: (Title/Artist) _____

Half way through Mother/Son Dance Invite:

- Parents (Specify Name(s)/Relationship) _____
- Bridal Party
- None

Bridal Party Dance? (Traditionally guests join for open dancing halfway through) Yes No

Song to use: (Title/Artist) _____

Half way through Wedding Party Dance Invite: Family All Guests

Photo Montage (Slide Show): Client to provide and set up equipment? Yes No

Name of person(s) setting up: _____

DJ to provide and set up: (This needs to be discussed and finalized with the DJ and CSD) Yes No

What type of equipment will be set up? (Laptop, Projector, DVD player, etc.) Please Specify:

Thank You Toast? (Given By Bride & Groom - Usually just prior to cake cutting) Yes No

Cake Cutting? Yes No

Song: (Title/Artist) _____

Bouquet Toss?

Song: (Title/Artist) _____ Yes No

Garter Toss?

Song: (Title/Artist) _____

Yes No

Honeymoon (Money) Dance?

Song(s): (Title/Artist) _____

Yes No

DJ Choice

Last Dance?

Song: (Title/Artist) _____

Yes No

MUSIC SERVICES

Below is a list of music categories. Your DJ will consult with you on this information. Please fill it out as thoroughly as possible.

Our standard procedure is to play a variety from all of these genres during your function. For full variety, please check that selection (FULL VARIETY). For a greater emphasis

in a particular category, please indicate this by checking the box(es) applicable. If you do not want one or more of the categories, please cross it off.

- FULL VARIETY • BIG BAND • OLDIES 50'S-60'S • MOTOWN • DISCO
- FUNK • 80'S NEW WAVE • 80'S DANCE • 80'S HIP HOP • 90'S
- COUNTRY • CLASSIC ROCK • ALTERNATIVE • CURRENT TOP 40 HIP HOP
- JAZZ • SALSA • MERENGUE • CUMBIA • CHA CHA'S

Please list any particular artist or songs you **DO NOT** want to be played? : **!!! DO NOT PLAY LIST !!!**

Please note any CD's you will be bringing: (WW will play edited versions only - please no explicit words. Please have them properly labeled)

Do you want to do any specialty games, songs, etc.? Please list below.

Do you have any special announcements that you would like the DJ to announce? (Anniversaries, Birthdays, Dearly Departed)

Please note any other information pertaining to DJ/MC services that may not have been covered in this questionnaire that you are planning on incorporating into your special event:

Requested songs (Title/Artist):

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Our mission is to allow you and your party to relax and enjoy this special occasion. The information you give us will be our guideline. When a change in timing is dictated by unforeseen circumstances, please be assured we will accommodate accordingly. Now sit back and relax and enjoy your special day!

Congratulations and thank you again for choosing the
Wedgewood Wedding & Banquet Center!