



B.B.'S BEST DJ SERVICE

Entertaining Southeastern Wisconsin Since 1990

Burlington, WI • (262) 534-6527

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Wedding Reception

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The following is a list of questions I will ask during our phone consultation one week prior to your wedding. Please review these questions and be prepared to answer these very important items. My goal is to make the evening as smooth and worry free as possible. Remember this is a list of general questions. There are no two weddings alike. Feel free to note any additional questions you may want to ask.

General Information

Bride's Name: _____

Groom's Name: _____

Wedding Date: _____

What time is the Ceremony? _____

Where is the location of the Ceremony? _____

Personal Attendant? Yes No Name: _____

Number of Guests: Dinner: _____ Dance: _____

Hall Information

Reception Location: _____

Reception Hall Address: _____

Reception Hall Phone #: _____

Reception Room Name: _____

Reception Hall Contact: _____

Other Contact Information

Photographer? Yes No

Company Name: _____

Photographer's Name: _____

End Time: _____

Videographer? Yes No

Company Name: _____

Videographer's Name: _____

End Time: _____

External Caterer? Yes No

Company Name: _____

Contact Name: _____

Reception Highlights

Guest Arrival Time: _____

Cocktail Hour? Yes No

If yes, Location: _____

Cocktail Music? B.B.'s Best Special Musician No

Introduction of Bridal Party? Yes No

Traditional Introduction without Music *Lively Introduction with Music*

If Lively Introduction, Song Choice/DJ Choice: _____

Location of Head Table: _____

Introduction of Cake Cutting? Yes No

Location of Cake: _____

Time of Dinner: _____

Dinner Music? B.B.'s Best Special Musician No

How is Dinner Served? *Sit Down* *Family Style* *Stations*

Buffet *Hors d'oeuvres Only*

Per contract, the DJ is to be included for dinner. Please complete the following.

If dinner is "sit down", please specify entrée: _____

If seating is assigned, please specify table #: _____

Introduction of Toast/Speeches? Yes No

Best Man: _____

Maid/Matron of Honor: _____

Other/Relation: _____

Other/Relation: _____

Other/Relation: _____

Introduction of Prayer/Blessing? Yes No

Name/Relation: _____

May Guests Initiate Bride & Groom Kiss? Yes No

Examples: Clinking Glasses, Sing Love Songs, Duplicate Kiss, etc... *Style:* _____

DVD Slide Show? Yes No

If yes, Time/Contact: _____

Request Cards Acceptable on Tables? Yes No

Songs you would not like to hear: _____

Dance Reception

Dance Reception Start Time: _____

Dance Reception End Time: _____

Bride and Groom Dance? Yes No

Name of Song/Artist: _____

Bridal Party Dance? Yes No

Include Parents? Yes No

Include Ushers? Yes No

Include Personal Attendant? Yes No

Name of Song/Artist: _____

Slow Song for all guests? Yes No

Name of Song/Artist: _____

Father and Bride Dance? Yes No *Father's Name:* _____

Name of Song/Artist: _____

Mother and Groom Dance? Yes No *Mother's Name:* _____

Together with Father and Bride Dance? Yes No

Name of Song/Artist: _____

Bouquet Toss? Yes No

Garter Toss? Yes No

If yes, Sit on? Chair Best Man's Knee

Hokey Pokey? Yes No By Request Only

Chicken Dance? Yes No By Request Only

Electric Slide? Yes No By Request Only

Dollar Dance? Yes No

Who will be assisting:

Examples: Best Man, Maid of Honor, etc....

Name(s): _____

Anniversary Dance? Yes No

Late Night Appetizers? Yes No

Time: _____ *Location:* _____ *Selection:* _____

Special Dances/Songs?

Examples: Birthdays, Anniversaries, Friends, etc....

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Please fill out the Grand Entrance introduction form below. The completed form needs to be returned to B.B.'s Best via email or mail prior to phone consultation. This is the order I typically introduce the wedding party. If you don't want a particular position announced just leave that blank. To help ensure I get the names correct please write their name as it sounds. We can review this in more detail at the time of your phone consultation.

Grand Entrance

(Please Write All Names, First and Last, Phonetically)

Parents of the Bride:

Parents of the Groom:

Personal Attendant:

Flower Girl:

Ring Bearer:

Junior Bridesmaid:

Junior Groomsman:

Ushers:

Bridesmaids:

Groomsmen:

_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____
_____	Escorted By	_____

Maid or Matron of Honor:

Best Man:

_____ Escorted By _____

Bride and Groom Introduction:

Please write how you would like to be introduced.
Examples: Mr. & Mrs. John Doe, John and Jane,
John and Jane Doe, Mr. and Mrs. John and Jane Doe

Notes:
