



DJ Service

PK PRODUCTIONS

Weddings • Birthdays • General Sock Rocking

Wedding Planning Guide

Name: _____ Number of Guests: _____

Address after event: _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

Place of Performance (Hall): _____ Phone: _____

Name of Contact Person at Facility: _____

Room Name: _____ Stairs: __ YES __ NO Elevator: __ YES __ NO

Address of Hall: _____

****Directions to Place of Performance (PLEASE FILL THIS OUT):**

Total Performance Hours: (: a.m. / p.m.) to (: a.m. / p.m.)

Cocktail Hour _____ to _____

Dinner Music _____ to _____

Dancing _____ to _____

Please describe the type of **DJ personality** you would like in detail (Example: subdued, interactive, etc.):

Will the DJ be allowed to have dinner if playing dinner Music? **Yes NO**

Please describe the proper dress attire for the DJ

PHOTOGRAPHER

Company: _____ Phone: _____

Contact Person: _____ E-Mail: _____

VIDEO

Company: _____ Phone: _____

Contact Person: _____ E-Mail: _____

CATERER

Company: _____ Phone: _____

Contact Person: _____ E-Mail: _____

OTHER

Company: _____ Phone: _____

Contact Person: _____ E-Mail: _____



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Rate the types of music you would like to hear at your event:

(0) indicates no music of that type.

(4-7) indicates a medium concentration.

(1-3) indicates a minimal concentration.

(8-10) indicates a maximum concentration.

()Variety ()Instrumental ()Big Band ()Polkas ()R&B/Dance ()Rock ()Alternative
()Country ()50s ()60s ()70s ()80s ()90s ()Top 40 ()Other: _____

Please circle the activities you would like the DJ to direct at your event:

YMCA Generation Dance Hokey Pokey Cha Cha Slide Cotton Eye Joe
Twist Shout Conga Line/Limbo Locomotion Bunny Hop Da Butt
Electric Slide Chicken Dance Anniversary Dance Cupid Shuffle

Other Activities you would like: _____

Below please indicate at each section what song or style of music you would like:

Cocktail/Dinner Music: _____

Bride and Groom first Dance: _____

Bride and Father Dance: _____

Groom and Mother Dance: _____

Wedding Party Dance: _____

Grand March/Introduction Song: _____

Bouquet Toss: _____

Garter Toss: _____

Dollar Dance: _____

Anniversary Dance: _____



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List the recording artists you and your guests would enjoy dancing to:

List any special songs you and your guests would enjoy dancing to:

Song	Artist	Special Meaning

List any songs you **DO NOT** want played at your event:

Song	Artist



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WEDDING PROCEDURES

Wedding Date: _____

DJ to introduce newlyweds as: _____

Bride's 1st Name: _____ Groom's 1st Name: _____

Introduce wedding party before dinner: ____ YES ____ NO

Dinner Starts at (important for setup and possible dinner music): _____ Dinner Ends:

Announce cake cutting: ____ YES ____ NO Time: _____

Father of the Bride welcomes everyone: ____ YES ____ NO

Introduce Sayer of Grace As (if applies): _____

Introduce Maid/Matron of Honor for Toast: ____ YES ____ NO NAME: _____

Introduce Best Man for Toast: ____ YES ____ NO NAME: _____

Special Instructions for Guests to have Bride/Groom kiss:

Approximate time to start the dancing: _____

Which Dance would you like to start the evening with? Bride / Groom or Parent/Child

*****If one of the parent-child dances (Father/Daughter; Mother/Son; or combination of both)***

does not start the evening, these dances will normally be the 2nd set of slow dances in the evening**

***NOTE:** The setup time is 1 hour. The DJ's area must be cleared 1 hour in advance.

RETURN AT LEAST 3 WEEKS PRIOR TO EVENT

Introduce **bride's** parents as: _____

Introduce **groom's** parents as: _____

Any other special people you want introduced: _____



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WEDDING PARTY (Use **FIRST** names **ONLY** please)

Ushers

Nickname (optional)	Relation To	First Name

&
&

Nickname (optional)	Relation To	First Name

Bridesmaids

Nickname (optional)	Relation To	First Name

&
&
&
&
&
&
&

Groomsmen

Nickname (optional)	Relation To	First Name

Maid/Matron of Honor

Nickname (optional)	Relation To	First Name

&
&

Best Man

Nickname (optional)	Relation To	First Name

Flower Girl

Nickname (optional)	Relation To	First Name

&
&

Ring Bearer

Nickname (optional)	Relation To	First Name

Bride & Groom _____