

**Silver Star DJs**



**Silver Star DJs**  
**by Smithfield Entertainment, LLC**  
**(757) 356-1166**  
Toll Free (800) 680-8586

# RECEPTION AGENDA

## GENERAL INFORMATION

Customer Name \_\_\_\_\_ Contact Name \_\_\_\_\_

Contract Date \_\_\_\_\_ Time \_\_\_\_\_

Event Location \_\_\_\_\_ Phone \_\_\_\_\_

Name & phone number(s) where your DJ can reach you the week of the event:

\_\_\_\_\_

Best times to reach you at the phone number(s) above:

\_\_\_\_\_

Does this location have free parking for your DJ and easy access to the loading area? \_\_\_\_\_

Will the DJ's equipment be outdoors? \_\_\_\_ Yes \_\_\_\_ No  
(If yes, equipment must be protected from sun, rain, etc)

What time are guests expected to arrive in the room where the DJ will be set up? \_\_\_\_\_ AM / PM  
(This should be the same time as contract start time. We arrive 1 to 1½ hours prior to contract start time.)

How many guests are expected to attend? \_\_\_\_\_

Age groups of guests: \_\_\_\_\_ % 17 & under  
\_\_\_\_\_ % Between 18-25  
\_\_\_\_\_ % Between 26-35  
\_\_\_\_\_ % Between 36-45  
\_\_\_\_\_ % Between 46-60  
\_\_\_\_\_ % Over 60

# YOUR DISC JOCKEY

What Should Be the Attire of Your DJ? \_\_\_\_\_ Tuxedo \_\_\_\_\_ Suit/Shirt & Tie \_\_\_\_\_ Casual

\_\_\_\_\_ **Low Key:** DJ is to remain in the background and let the music play the majority of the event. No talking should be necessary.

\_\_\_\_\_ **Moderate/Master Of Ceremonies:** DJ should handle announcements as needed and display verbal interaction with the audience only if needed. This type of personality will simply let everybody know what is going on at any given time.

\_\_\_\_\_ **High Profile:** DJ should handle all announcements, stay in the spotlight and display extensive verbal interaction with the audience. This would include, but not limit your DJ to leading group dances, games, motivate dancing however necessary. This personality works best when customer allows DJ to use his expertise in music selection and activities to get guests involved.

## THE MUSIC PROGRAM

### MUSIC BEFORE MAIN DANCE PROGRAM OR DURING MEAL (if applicable):

\_\_\_\_\_ % **Classical** (Bach, Beethoven, Tchaikovsky, Chopin, Mozart, etc.)

\_\_\_\_\_ % **Big Band/Standards** (Hits from 40's, Frank Sinatra, Johnny Mathis, Tony Bennett, etc.)

\_\_\_\_\_ % **Contemporary Jazz/New Age** (Kenny G, David Sanborn, Wynton Marsalis, Enya etc.)

\_\_\_\_\_ % **Contemporary Ballads** (Michael Bolton, Chicago, Anita Baker, Sade, Sting etc.)

**100% TOTAL**

### MUSIC AFTER MEAL OR DURING DANCE PROGRAM

\_\_\_\_\_ Check here if you want a mix of all categories below except for categories marked "0%"

\_\_\_\_\_ % **40's/Big Band** (Glenn Miller, Duke Ellington, Tommy Dorsey, Benny Goodman, Artie Shaw, etc.)

\_\_\_\_\_ % **Standards** (Frank Sinatra, Perry Como, Johnny Mathis, Tony Bennett, Nat King Cole, etc.)

\_\_\_\_\_ % **50's Rock** (Elvis Presley, Everly Brothers, Little Richard, Dion, Bill Haley, etc.)

\_\_\_\_\_ % **60's Rock/Pop** (Beatles, Rolling Stones, Beach Boys, Monkees, etc.)

\_\_\_\_\_ % **60's Soul/Motown** (Four Tops, Jackson 5, Supremes, Temptations, Aretha Franklin, etc.)

\_\_\_\_\_ % **70's Rock** (Eagles, Doobie Brothers, Bachman Turner Overdrive, Elton John, Bob Seger, etc.)

\_\_\_\_\_ % **Disco** (Bee Gees, Earth Wind & Fire, Donna Summer, Commodores, KC & Sunshine Band, etc.)

\_\_\_\_\_ % **80's Pop/Dance** (M Jackson, Madonna, Bruce Springsteen, B-52s, Billy Joel, Robert Palmer, etc.)

\_\_\_\_\_ % **90's Pop/Dance** (Janet Jackson, Gloria Estefan, C&C Music Factory, Technotronic, etc.)

\_\_\_\_\_ % **Country** (G. Brooks, S. Twain, A. Jackson, etc.) \_\_\_\_\_ **Classic Country** (R. Travis, K. Rogers, J. Cash, P. Cline etc.)

\_\_\_\_\_ % **Alternative/Progressive/Hard Rock** (Sugar Ray, R.E.M., Wallflowers, Green Day, Offspring, Kid Rock etc.)

\_\_\_\_\_ % **R & B** (Salt N Pepa, Real McCoy, La Bouche, Will Smith, TLC, etc.)

**100% TOTAL**

# WEDDING INFORMATION

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_

The following are traditional wedding events. Write the order or time when you want the event to occur. If the event will not take place, write "NO". If you are undecided about any events when this is due (6 weeks prior to wedding unless otherwise arranged), leave blank and return to us anyway.

## ORDER

\_\_\_\_\_ **Cocktail hour:** Will we be providing music? \_\_\_\_ Will this be in the same room as meal? \_\_\_\_\_

\_\_\_\_\_ **Introduction of Bridal party and/or Bride & Groom** (please **print** below with phonetic spellings)  
(You may request special music for your introductions if you'd like!)

\_\_\_\_\_ **First Dance (Song & Artist):** \_\_\_\_\_

\_\_\_\_ Bride & Groom for entire song    \_\_\_\_ Bride & Groom, Bridal Party midway    \_\_\_\_ Bride & Groom, guests midway

\_\_\_\_\_ **Blessing given by:** \_\_\_\_\_

\_\_\_\_\_ **Meal:** \_\_\_\_ Buffet \_\_\_\_ Seated Meal \_\_\_\_ Other    \_\_\_\_\_ **Toast to be given by:** \_\_\_\_\_

\_\_\_\_\_ **Second Dance (Song & Artist):** \_\_\_\_\_

\_\_\_\_ Bride-Father entire song    \_\_\_\_ Bride-Father; wedding party midway    \_\_\_\_ Bride-Father; then Groom-Mother midway  
\_\_\_\_ Wedding Party, then all guests midway    \_\_\_\_ Open dance floor to all guests

\_\_\_\_\_ **Third Dance (Song & Artist):** \_\_\_\_\_

\_\_\_\_ Open dance floor to all guests    \_\_\_\_ Groom-Mother entire song    \_\_\_\_ Wedding party, then all guests midway

\_\_\_\_\_ **Cake Cutting**    \_\_\_\_\_ **Toast to be given by:** \_\_\_\_\_ (Make sure champagne is served prior to toast)

\_\_\_\_\_ **Bouquet Toss**    \_\_\_\_\_ **Garter Removal-Toss** ("The Stripper" is usually played)    \_\_\_\_\_ **Garter Replacement**

\_\_\_\_\_ **Last Dance (Song & Artist):** \_\_\_\_\_

**BRIDAL PARTY:** Instruct those who will be announced to gather outside reception facility and await introduction.

**Parents of Bride:** \_\_\_\_\_

**Parents of Groom:** \_\_\_\_\_

### Bridesmaids

### Groomsmen

_____	_____
_____	_____
_____	_____
_____	_____

**Flower Girl** \_\_\_\_\_

**Ring Bearer** \_\_\_\_\_

**Maid of Honor/Best Man:** \_\_\_\_\_

**Bride & Groom (to be announced as follows):** \_\_\_\_\_

## ***PLEASE CHECK ONE OF THE FOLLOWING:***

\_\_\_\_\_ DJ should assume complete control of organizing reception and take charge of coordinating/announcing all events.

\_\_\_\_\_ DJ should coordinate with contact or wedding coordinator before announcing events.

\_\_\_\_\_ DJ will not announce the events. Customer or reception location will provide someone to make announcements.

## **SUGGESTIONS FOR YOUR ENTERTAINMENT - PLEASE READ!**

**The key to a successful wedding is flexibility! Be specific and keep your guests in mind!** Avoid vague words such as "good" and "fun". What is "fun" to you, may be "tacky" to others, and what you may think is "good", others may think is terrible. If the event planner is not filled completely six weeks prior to your event, return it anyway and leave those areas blank! Your DJ will call you the week of your wedding to discuss the details with you.

**Arrival Time:** We arrive about 45 minutes to 1½ hours prior to the contract start time.

**The Music Program:** We strongly recommend a mix of all categories in order to appeal to all age groups. If there are specific songs or categories that you do not want played, be sure to specifically tell your DJ how to handle those songs if they are requested. Common mistake: "I don't like..., so don't play any..." your guests may like it! Generally, you will remember about 5% of the music that is played. If you are listening for every song to get played, you are probably not enjoying yourself. On average, we can play 15 songs per hour. We can play any songs you wish to provide on CD. Please notify your DJ who he should return your music to at the end of the event. We cannot be responsible for any items left at the location after the end of an event.

**Wedding Party Announcement:** If you would like us to introduce the wedding party, be sure to write down exactly how you want the DJ to announce them. The DJ will line you up outside the main area, and then announce the Wedding Party. Immediately after announcing Wedding Party, it is common for the DJ to do one of two things: 1) Announce Bride and Groom's first dance, or 2) Announce the meal including the blessing and/or toast.

**First Dance:** Traditionally it is only for the Bride and Groom. If the song lasts more than 3 minutes, it is typical to ask the bridal party to join in halfway through song. Some couples choose to have their first dance after the meal so there is a smooth transition into the dance program. Look on our music list for suggestions of which song to pick.

**Second Dance/Third Dance/Open Dancing:** If you are having your first dance before the meal, it is a good idea to have some type of formal dance after the meal so that there is a smooth transition into open dancing. If you are not going to open the dancing to all guests with the second dance, then it is a good idea to open the dance floor to your guests for the third dance. When you do this, we always get the best response from a slow song. You are more than welcome to do more than 3 dances, but once you start formal dances, you want to open the dance floor to guests as soon as possible. If this is a father/daughter dance, look on our music list for suggestions of which song to pick.

**Toast:** The Best Man usually proposes a toast to the Bride and Groom; however, anybody can do it. Whoever may be giving the toast may use our microphone. This is usually done before the main meal or with the cake cutting.

**Cake Cutting:** Usually done an hour after dinner or toward the end of the reception. Music is either played softly in the background or not played at all.

**Important!!!!** Guests tend to leave after the cake cutting ceremony, so you may not want to do this too early.

**Bouquet Toss and Garter Removal/Replacement:** Usually done after the cake cutting (as cake is served to guests). The bride will throw the bouquet to all the single ladies, and then the groom removes the garter from the bride and throws it to all the single gentlemen. Then, the lady who caught the bouquet has the garter placed on her leg by the gentleman who caught the garter.

**Special Requests:** If you have any special requests, dedications, or other changes or additions to the agenda, please note them on the back of this reception planner so that we may review your requests. Be sure to discuss these additional changes with your Disc Jockey/Master of Ceremonies so that he can make sure everything is taken care of in advance. **– Thank You!**