



Sounds | Of | The | Night

414.755.5580
soundsofthenightdj@gmail.com
www.soundsofthenight.com

WEDDING RECEPTION BREAKDOWN



COCKTAIL HOUR:

30 to 60 minutes. The music sits in the background and is usually adult contemporary, light jazz, or big band. These genres set the proper mood and create an elegant ambiance. We give special attention to volume during the cocktail hour.



DINNER:

60 to 90 minutes. Music is generally more contemporary with standard vocalists, or classical depending on your audience. Larger weddings, events, or buffets can add anywhere from 10 to 30 minutes.



FORMALITIES:

30 to 45 minutes. This portion of the night includes prayer, cake cutting, toast, all formal dances, garter and bouquets, etc.



OPEN DANCING:

Approximately 4 hours. Songs average four minutes, which means that the song list must entertain guest across generations with around 60 songs! Only the most professional and capable DJ can consistently accomplish such a feat. Effectively reading the crowd and coordinating all festivities with confidence comes only with experience and professionalism.



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WEDDING RECEPTION WORKSHEET

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Please complete and return no later than 3 weeks before your wedding day
We CANNOT guarantee we will have your special music, requests or
performer if worksheet is not returned in a timely manner. *Thank you!*

GENERAL INFORMATION

Bride/Groom Names:		
Bride/Groom Address:		
City/State/Zip:		
Bride/Groom Phone Number:	Email Address:	
Reception Location:		
Wedding Day/Date:	Time:	
Reception Address:		
Reception Room Name:		
Hall Contact Person:	Hall Phone Number:	
Number of Guests:	Age Range:	
Hall Available Time (We need 2 hours for setup):	Guest Arrival Time:	Cocktail Music Start Time:
Dinner Music Start Time:	Dance Starting Time:	Reception End Time:

DJ Dress/Appearance:

- Informal (e.g. Jeans & Button-up Shirt)
- Semi-Formal (e.g. Slacks & Button-up Shirt)
- Formal (e.g. Suit & Tie)

Notes: _____

DJ Performance:

- Low Key: Very Little Talking
- Moderate: Announcement of bridal party, selected traditional music and formalities only.
- Lively and interactive: Includes guest and audience participation.

Notes: _____



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BRIDAL PARTY

Bridesmaids:	Groomsmen:
Jr.	Jr.
Flower Girl:	Ring Bearer:

Maid or Matron of Honor:

Best Man:

Mr & Mrs.:

Bride's Parents:

Groom's Parents:



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ORDER OF EVENTS

Below are the evening events. Soft, easy listening music will be played from the time the guests arrive until your first dance. Clients are welcome to choose as many or as few events as desired. All selected events will be done if the time allows.

_____ **PM Guest Arrive.** What time are you having the guest arrive to the reception?

_____ **PM Music Begins.** What time do you want us to begin playing music?

_____ **PM Bride and Groom Arrive.** What time are you planning to be brought into the reception?

_____ **PM Introduction of the Wedding Party.** What time and do you want us to introduce you initially into the reception?

Entrance Song: Title _____ Artist _____

_____ **PM Welcome.** (Optional) If the Father of the Bride/Groom or any one else would like to say a few short words of welcome, please let us know. Traditionally this comes before the toasts.

_____ **PM Toast.** The Best man's toast is traditionally done before dinner and after the wedding parties introduction. Please let us know if anybody else plans on doing a toast. Like the Maid/Matron of Honor, a Bridesmaid, a Groomsman, etc. The Best Man's is always last

_____ **PM Blessing.** The blessing is traditionally done immediately after the toasts and before dinner. If there is a blessing, who will be providing it? **Name:** _____

_____ **PM Dinner Served.** What time are the caterers planning to begin serving dinner?

_____ **PM Cake Cutting.** What time would you prefer to cut the cake? Some couples cut it right after they are introduced into the reception, some wait to do it right before the Traditional Dances are performed. Do you have a specific song you want played? Title _____ Artist _____

_____ **PM Traditional Dances.** The traditional first dances of the evening will open the dance floor, after which your guests will be able to dance with you for the rest of the evening. Typically, you want to wait until the guests are finished eating. Please check off the dances you would like to include, as well as indicating the song and artist you would like to use for them.

First Dance: Title _____ Artist _____

Bride/Father: Title _____ Artist _____

Groom/Mother: Title _____ Artist _____

Bouquet Toss: Title _____ Artist _____

Garter Toss: Title _____ Artist _____

_____ **PM Music Ends.** What time would you like the music to stop, typically at the end of the night? Is there a last song that you wanted played?

Title _____ Artist _____



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MUSIC REQUEST INFORMATION

When choosing your music, please keep in mind that there is a limited amount of time and usually a wide range of age groups and tastes at your event. Our goal is to please you! Help us enhance your event by focusing on specific request, dedications, and music preferences that are MOST important to you. It is also helpful to list any songs or artists that you DO NOT want to hear.

Please check the music genres you are fine with having at your reception.

- 1940's Swing/Big Band
- 1950's
- 1960's/Motown
- 1970's Dance/Disco
- 1980's/90's Dance/Club
- Hip-Hop/R&B
- Party Rock/Rock and Roll
- Merengue/Salsa
- Country
- Alternative
- Top 40
- Line/Participation Dance (Cha-Cha Slide, Cotton Eye-Joe, Follow the Leader, Grease, Hands Up Mega Mix, Macarena, Step-Dance, Stroll, Cupid Shuffle, YMCA, etc.)
- Other _____

Is there any other special songs that you would like played?

(Feel free to attach extra sheets, the more we know about your music preferences the better we can meet your needs!)

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Is there any songs that you would not like played?

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____