

WEDDING RECEPTION OUTLINE

This outline is designed to assist you with the many details of your Wedding Reception. We trust you will find it to be a helpful guide. **Please submit the following information and/or call our office 4-6 weeks prior to your function to finalize your details.**

Contract No. _____

Function Date _____

Disc Jockey _____

Bride's Name _____ Groom's Name _____

Guest Arrival Time (reception): _____

Master/Mistress of Ceremonies DJ Other, please specify name _____

If Disc Jockey is to perform introductions, please provide the following information:

	Order Of Appearance	Name	Song Title (Max. 3 Songs)
Bride's Parents	<input type="checkbox"/>	_____	_____
Groom's Parents	<input type="checkbox"/>	_____	_____
Flower Girl	<input type="checkbox"/>	_____	_____
Ring Bearer	<input type="checkbox"/>	_____	_____
Groomsmen	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Bridesmaids	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Maid/Matron of Honour	<input type="checkbox"/>	_____	_____
Best Man	<input type="checkbox"/>	_____	_____
Bride & Groom	<input type="checkbox"/>	Introduced As: _____	_____

If Disc Jockey is to perform Master of Ceremonies Duties, please attach a detailed itinerary of events and the names and the order of all speakers.

RECEPTION ITINERARY

Ceremony on Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	Music Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cocktails	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receiving Line	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Introductions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grace	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dinner	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centrepiece Giveaway	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Game Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____	_____	_____
Speeches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
1st Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
2nd, 3rd, 4th Dances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bouquet Toss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garter Toss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cake Cutting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sweet Table	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No

ON-SITE CEREMONY MUSIC*

Ceremony Music Yes No If Yes, please complete the following. Please note: Provision of on-site ceremony music must be detailed on the contract.

Guest Arrival Time _____ Microphone Required for Ceremony Yes No

Pre-Ceremony Music _____

Processional Music 1) _____

Processional Music 2) _____

Registry Music _____

Recessional Music _____

COCKTAIL AND DINNER MUSIC

Cocktail / Dinner Music Yes No (If Yes, please indicate your musical preferences)

- CLASSICAL COCKTAIL PIANO CLASSIC JAZZ CONTEMPORARY JAZZ
 ADULT CONTEMPORARY MIX OTHER _____

SPECIALTY DANCES

1st DANCE Title _____ Artist _____

- Bride/Groom Only Wedding Party Parents Guests To Join 1st Minute 1/2 Way
 Before Dinner After Dinner

Instructions _____

2nd DANCE Title _____ Artist _____

- Father/Daughter Wedding Party Parents Guests To Join 1st Minute 1/2 Way

Instructions _____

3rd DANCE Title _____ Artist _____

- Mother/Son Wedding Party Parents Guests To Join 1st Minute 1/2 Way

Instructions _____

4th DANCE Title _____ Artist _____

Instructions _____

Bouquet Theme Music _____ Artist _____

Garter Theme Music _____ Artist _____

LAST DANCE Title _____ Artist _____

- Bride/Groom Only Wedding Party Parents Guests To Join 1st Minute 1/2 Way
 Circle Formation Saying Goodbye to Each Guest Informal Other _____

Instructions _____

DANCE MUSIC (Check those most applicable)

- | | |
|--|--|
| <input type="checkbox"/> BIG BAND, JAZZ, SWING | <input type="checkbox"/> NEW ROCK |
| <input type="checkbox"/> BALLROOM | <input type="checkbox"/> URBAN |
| <input type="checkbox"/> 50's AND 60's ROCK AND ROLL | <input type="checkbox"/> BALLADS |
| <input type="checkbox"/> 70's AND 80's ROCK AND ROLL | <input type="checkbox"/> ADULT CONTEMPORARY |
| <input type="checkbox"/> MOTOWN, R & B, SOUL | <input type="checkbox"/> COUNTRY |
| <input type="checkbox"/> DISCO | <input type="checkbox"/> CALYPSO, REGGAE, SOCA |
| <input type="checkbox"/> 80's RETRO | <input type="checkbox"/> LATIN |
| <input type="checkbox"/> 90's MUSIC | <input type="checkbox"/> PARTICIPATION |
| <input type="checkbox"/> NEW DANCE MUSIC | |
| <input type="checkbox"/> OTHER _____ | |

SPECIAL REQUESTS (Please indicate most important and attach additional pages if necessary)

- | | | |
|-------------|--------------|--|
| Title _____ | Artist _____ | <input type="checkbox"/> Client to provide |
| Title _____ | Artist _____ | <input type="checkbox"/> Client to provide |
| Title _____ | Artist _____ | <input type="checkbox"/> Client to provide |
| Title _____ | Artist _____ | <input type="checkbox"/> Client to provide |
| Title _____ | Artist _____ | <input type="checkbox"/> Client to provide |

DO NOT PLAY (Please attach additional pages if necessary)

- | | | |
|-----------------------|---|--|
| Title or Artist _____ | <input type="checkbox"/> Unless requested | <input type="checkbox"/> Under any circumstances |
| Title or Artist _____ | <input type="checkbox"/> Unless requested | <input type="checkbox"/> Under any circumstances |
| Title or Artist _____ | <input type="checkbox"/> Unless requested | <input type="checkbox"/> Under any circumstances |

GUEST COMPOSITION (Please indicate approximate number of guests for each of the following age groups)

UNDER 20 _____ 20's _____ 30's _____ 40's _____
50's _____ 60+ _____ TOTAL NUMBER OF GUESTS _____

FACILITY RESTRICTIONS

Please check with your event facility to determine if certain special effects such as haze, smoke, dry ice, and/or pyrotechnic effects are permissible. These effects may set off fire alarms or be bothersome to guests. Ventilation is also a consideration with these effects (excluding pyrotechnics) as they will not be as visibly effective in high ventilation areas. Dry ice and bubble effects may leave a residue resulting in hazardous floor conditions.

POWER REQUIREMENTS

Please ensure that the Disc Jockey's table is situated near a dedicated power outlet. If special lighting or other effects are to be provided by the Disc Jockey, additional power and space may be required.

MEAL PROVISION

Please provide a meal for your Disc Jockey at his or her station. Thank You.

**PLEASE ATTACH A FLOORPLAN OF THE RECEPTION AREA.
THE DJ TABLE SHOULD BE ADJACENT TO THE DANCE FLOOR
AND NEAR A DEDICATED POWER OUTLET.**

LIGHTING, SPECIAL EFFECTS AND ADDITIONAL SERVICES:

Thank you for booking with us! Please take a moment to look at some of the additional services available for your upcoming event. Please discuss the options with our office or your DJ.

		ADD?*
On-Site Wedding Ceremony Sound System	From \$199	<input type="checkbox"/>
Wireless Microphone (Handheld):	\$ 75	<input type="checkbox"/>
Video Services Package (Screen, Projector & DVD Player):	\$299	<input type="checkbox"/>
Lighting Package 1: <ul style="list-style-type: none">• 2 Standard Lighting Effects• Mirror Ball (Traditional or LED Effect)	From \$150	<input type="checkbox"/>
Lighting Package 2: <ul style="list-style-type: none">• 4 Intelligent Lighting Effects• Smoke / Haze or Bubbles (if desired)	From \$250	<input type="checkbox"/>
Dry Ice Effect (For First Dance)	\$200	<input type="checkbox"/>
Bronze Interactive Package <ul style="list-style-type: none">• Interactive Entertainer• 3 Routines including props, novelties & choreography• Unique games and activities, centerpiece giveaway & kissing games - Perfect for Weddings!	From \$200	<input type="checkbox"/>

* Services must be added to the contract before confirmation of availability.

Please return your information to your local issuing office. For assistance, please contact us.



Mississauga Office
Tel: 905-615-8585
Fax: 905-615-8160

Peterborough Office
Tel: 705-652-3421
Fax: 705-652-3293

Oshawa Office
Tel: 905-809-8616
Fax: 800-207-7747

Nationwide Toll Free Fax: 1-800-207-7747
Email: djreservations@macmillangroup.com
www.macmillangroup.com