

TOP SPIN PRODUCTIONS WEDDING DJ QUESTIONNAIRE

Bride & Groom Name: _____

Wedding Date: _____ **Time:** _____

Please print and fill out (there are several pages).

I have put this questionnaire together to help you prepare for your wedding reception. Please try to answer all the questions. We will go over each question and answer any other questions that arise. This will allow us to set the agenda for your wedding day. The suggestions offered within are merely suggestions. Please mark N/A to any questions that are not applicable to your event.

1. Time of your ceremony: _____

2. Location of your ceremony: _____ *Circle one - indoors / outdoors*

3. Will DJ need to provide music for the ceremony? Y or N (ceremony must be stated on contract)

4. Location of reception: _____ *Circle one - indoors / outdoors*

Name of room _____ Start at _____ End at _____

5. What time are the first guests expected to arrive at reception? _____

6. What time is the Bridal Party expected to arrive at reception? _____

7. Is there a cocktail hour? Y or N Start at _____ End at _____

8. Will DJ need to provide music for the cocktail hour? Y or N

9. Announcement/Acknowledgement of any special guests NOT in wedding party:

(i.e. Grandparents, Great-Grandparents etc.) Y or N

10. Will the wedding party be announced into the room? Y or N

11. Will there be a Bride & Groom first dance? Y or N

Time of first dance (check one please):

_____ upon entering room, immediately after introduction (recommended)

_____ after dinner _____ other: _____

12. Will the wedding party join bride and groom during the first dance? Y or N

13. Will there be a wedding party dance? Y or N

Time of wedding party dance (check one please):

after first dance

after dinner other: _____

14. Will there be a Blessing of the food? Y or N

By Whom? _____

15. Will there be a toast? Y or N

Best Man

Maid/Matron of Honor Other: _____

16. Will your meal be (check one):

Sit down dinner

Buffet

16. For buffet style dinner, who will call up the tables? (check one)

Venue

DJ

17. Cutting of the cake? Y or N

18. Type of cake-cutting ceremony (check one):

Announced cutting of the cake with song and feeding of bride/groom

Low key with little attention

19. Giving away of centerpieces: Y or N

This should be done during meal, early-on, while everyone is seated. Please specify how you would like to give them away:

Pass the dollar

Closest Bday to wedding date

DJ's choice

20. Bride and father/other _____ dance: Y or N

21. Groom and mother/other _____ dance: Y or N

22. When would you like to have the parent dances take place (check one):

a. immediately after your first dance

b. immediately after cake cutting

c. toward the end of the meal, right before dance floor is to open (recommended)

23. Honeymoon Dollar Dance? Y or N

24. Garter and bouquet Y or N (check all that apply):

- a. _____ Toss bouquet
- b. _____ Toss garter
- c. _____ Garter put on bouquet catcher

25. Will anyone be singing a song at your reception? Y or N

26. If someone requests to sing a song or say something on the microphone:

- _____ Check w/bride and groom to get okay
- _____ Absolutely no singing/talking into microphone
- _____ Bride and groom will provide DJ w/names of person(s) who will sing/talk

27. Approximate number of guests: _____

28. Will food be provided for the DJ? Y or N

29. Will there be a photographer?:

Name: _____
Company: _____

Do you have a Wedding Planner?:

Name: _____
Cell: _____

30. Will there be a videographer?:

Name: _____
Company: _____

31. Name of function/catering manager:

Phone: _____

32. Bride and groom's Email addresses:

Bride: _____
Groom: _____

Bride and Groom's Cell Phone #:

MUSIC FORMAT: Please indicate the type of music you would like played during the cocktail, dinner, and reception hours with a "C" (cocktail) , "D" (dinner), "R" (reception):

_____ Jazz _____ Motown _____ Lite Rock _____ Love Songs _____ R&B

_____ Hip-Hop _____ Reggae _____ Classics/Old-School _____ Country _____ Freestyle

_____ Line Dances _____ Top 40/Radio _____ Salsa _____ Merengue _____ Bachata

_____ Cumbia _____ 50/60's Oldies Other: _____

Order of Events Song Choices (please use N/A where not applicable or DJ Choice if you want us to pick)

CEREMONY

Processional Song & Artist: _____
(Wedding Party Entrance - Ceremony)

Processional Song & Artist: _____
(Bride Entrance - Ceremony)

Recessional Song & Artist: _____
(Conclusion of Ceremony)

RECEPTION

Introduction of Wedding Party Song & Artist: _____
(Reception)

Introduction of Bride & Groom Song & Artist: _____
(Reception)

Bride & Grooms First Dance Song & Artist: _____

Wedding Party Dance Song & Artist: _____

Cutting of the Cake Song & Artist: _____

Bride & Father/Other Dance Song & Artist: _____

Groom & Mother/Other Dance Song & Artist: _____

Garter Removal Song & Artist: _____

Single Ladies Bouquet Toss Song & Artist: _____

Single Men Garter Toss Song & Artist: _____

Garter Placement Song & Artist: _____

Honeymoon Dollar Dance Song & Artist: _____

Other (Traditional) Dance Song & Artist: _____

Bridal Party (Please list names in the same order as the Ceremony). First Names are only needed.

Parents (or other) of the Bride: _____

Parents (or other) of the Groom: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Bridesmaid: _____

Groomsmen: _____

Maid of Honor: _____

Best Man: _____

Matron of Honor: _____

Other: _____

Flower Girl(s): _____

Ring Bearer(s): _____

Bride & Groom: _____

Please write how you would like to be announced.
For example: Mr. & Mrs. John Doe!!!!