

PACIFIC ENTERTAINMENT WEDDING QUESTIONNAIRE

BRIDE'S NAME: _____ GROOM'S NAME: _____
 CURRENT CONTACT NUMBER(S): Bride: _____ Groom: _____
 EVENT DATE: _____ EVENT TIME: _____ DJ's ATTIRE: _____ RECEPTION LOCATION: _____

The purpose of this questionnaire is to get you started in the right direction planning for your wedding. Many details are easily missed and these questions will assist you and your DJ in completing your wedding itinerary. Not all of these questions may apply to you, and it is understandable if you don't have the answers to every single question! When we meet or speak on the phone, we will go over any questions you are unable to answer. Please remember, details are the key! Thank you ahead of time for filling this information sheet out!

General Information:

#1 Expected Guest Count?

#2 Vendors: (Please list Company Name and Person)

Photo: Starting time? Ending?	Phone# Cell#	E-Mail:
Video: Starting time? Ending?	Phone# Cell#	E-Mail:
Florist: Scheduled delivery time?	Phone# Cell#	E-Mail:
Bakery: Scheduled delivery time?	Phone# Cell#	E-Mail:
Officiate/Minister: How is your Officiate addressed? Pastor – Reverend – Father – Judge – Rabbi - N/A Scheduled arrival time?	Phone# Cell#	E-Mail:
Caterer (if different from Venue): Scheduled arrival time?	Phone# Cell#	E-Mail:
Facility Contact for Reception:	Phone# Cell#	E-Mail:
Coordinator (if different from facility or Caterer): Scheduled to arrive at what time?	Phone# Cell#	E-Mail:
Ceremony Musician(s): Scheduled at what time? Till? Scheduled arrival time?	Phone# Cell#	E-Mail:
Limousine/Shuttle/Bus Service: Starting time? Every 20 / 30 minutes ? 20 / 30 Going back to?	Phone# Driver's Cell#	E-Mail:
Photo Booth / Chocolate Fountain / Ice Sculpture Dove Handler / Scheduled Till?:	Phone# Cell#	E-Mail:

#3 Is your Officiate an Ordained Minister or a Day Of Commissioner of Marriage? Ordained / Commissioner

#4 Are there any special photo's during the reception I should know about? Y / N (i.e. group picture of all your guests, sunset picture) _____

#5 Will there be any other special entertainment during the reception I should know about? Y / N (i.e. Hula Dancers, Belly Dancers, Band, Singers, Lion Dancers) _____

#6 Are there any special occasions you would like mentioned? (i.e. Birthdays, Anniversaries) (Please list the date of their birthday/anniversary and how old they are, or how long they've been married) Y / N _____

#7 Is someone special unable to attend that you would like to acknowledge? Y / N _____

#7a Would you like to do something special to remember a dearly departed relative or friend? Y / N _____

Ceremony Information:

#8 Ceremony Location?: _____ #9 Ceremony start time?: _____ #10 Ceremony Length? _____

#11 Ceremony music to be provided by? Musicians / DJ (If you are using musicians to provide ceremony music please still fill in your musical choices)

#12 What are your musical selections for: For Ceremony music if you are choosing classical pieces, please indicate the specific version, specific CD, or specific Orchestra you wish to use! For instance there are hundreds of versions of Pachelbel – Canon in D.

Guest Arrival: Jazz Classical Instrumental Other: _____

Officiate, Groom, and Groomsmen: (Artist - Title) _____

Seating of the Mothers: (Artist - Title) _____

Bridesmaids Processional: (Artist - Title) _____

How Many Bridesmaids? _____ Flower Girls? _____ Ring Bearers? _____ Bible Bearers / Coin Bearers? _____

Bridal Procession: (Artist - Title) _____

Recessional: (Artist - Title) _____

Special Ceremony Music? (ie: candle lighting, wine ceremony, rose presentation, cord & coin ceremony, sand ceremony):
 (Artist - Title) _____

- #13 Will there be any special readings or singers? Y / N How Many? _____ Will they require a microphone? Y / N
 #13a What are the readers names? _____
 #13b If there will be a singer, will they have musical accompaniment? DJ / Musicians
 #13c What are the singer(s) names? _____
 #13d If DJ will the singer(s) provide their own background music? Y / N
 #13e If Musician(s) will they need to plug into the DJ's system for amplification? Y / N
 #13f Are you planning on a dove or butterfly release? Y / N Doves / Butterflies
 #13g Are you planning on a jumping the broom or stomping a glass to end the ceremony? Y / N Broom / Glass

#14 Will there be any traditional ceremonies performed following the ceremony or during the reception? (ie: Chinese Tea Ceremony, Second Ethnic Wedding Ceremony) Y / N Please explain: _____

#15 Will you need a microphone for the Officiant? Y / N

#16 After the ceremony, how long will the Bridal Party need for pictures? _____

#17 Would you like any refreshments brought to you while you are taking pictures? Y / N (If it is possible to do so)

Reception Information:

#18 Cocktail Reception Location?: _____

#19 Is the Cocktail hour Hosted or Non-hosted? Hosted / Non-Hosted (Hosted-you are paying, Non Hosted-your guests pay per drink)

#19a: If the Cocktail hour is hosted, are you hosting a full open bar or beer & wine only? Open / Beer/Wine only

#19b If you are hosting the bar, are you hosting all night or only for the cocktail hour?: All Night / Cocktail Hour only

#20 What style of Background music would you like for cocktails and dinner?

- | | | |
|---|--|---|
| #1 Variety Jazz | #8 Big Band / Swing Jazz | #15 Light Country |
| #2 Jazz Standards | #9 Light Adult Alternative | #16 New Age (Enya, Enigma, Sarah Brightman) |
| #3 Cool Jazz | #10 World Beat / Acid Jazz | #17 Instrumental (Guitar, Piano, Harp) |
| #4 Lounge Jazz | #11 Easy Listening | #18 Neo Soul |
| #5 Instrumental Jazz | #12 Light Classic Rock | #19 Christian / Gospel |
| #6 Latin Jazz / Bossa Nova / Cuban Jazz | #13 Light R&B / Motown/Soul (Smooth Grooves) | #20 Trip Hop |
| #7 Urban Jazz | #14 Light 80's New Wave | |

#21 Do you have any other suggestions for Background music? _____

#22 Will the guests be allowed into the Reception Area before the end of the Cocktail reception? Y / N

#23 What time do you wish to invite the guests into the reception area?

#24 Do you have Reserved Seating? Y / N If seating is open, do you have reserved tables for close family? Y / N

a) If seating is reserved, will the Tables be? Numbered / Named

#25 How will guests know where to sit? Place Cards / Seating Chart

a) If you have a Seating Chart will there also be Place Cards at the tables? Y / N

b) Will the Place Cards also indicate guests food choice? Y / N

Introduction Information:

#26 Please list the names of any parents attending regardless of whether you wish to have them announced or not. Please provide Full names. (Please also indicate if they are Step Parents!)

Grooms Parents: _____

Brides Parents: _____

#27 Do you wish to announce your Parents? Y / N #28 Song played for the Parent's Intro?: (Artist - Title) _____

#29 Do you wish to announce the Bridal Party? (Please provide list of names in this order....For the bridal party start with the outside and work into the Best Man and Maid of Honor! If Children are younger than 5 years, it's suggested to not include them in the announcement. If a member of the bridal party is related to you, please indicate next to their name...ie: John's younger brother.)

Flower Girl(s) _____ & Ring Bearer(s) _____
 Bible Bearer: _____ & Bell Ringer: _____
 10th Groomsman: _____ & 10th Bridesmaid: _____
 9th Groomsman: _____ & 9th Bridesmaid: _____
 8th Groomsman: _____ & 8th Bridesmaid: _____
 7th Groomsman: _____ & 7th Bridesmaid: _____
 6th Groomsman: _____ & 6th Bridesmaid: _____
 5th Groomsman: _____ & 5th Bridesmaid: _____

4th Groomsman: _____ & 4th Bridesmaid: _____
 3rd Groomsman: _____ & 3rd Bridesmaid: _____
 2nd Groomsman: _____ & 2nd Bridesmaid: _____
 1st Groomsman: _____ & 1st Bridesmaid: _____
 Best Man: _____ & Maid Of Honor: _____

#30 Specific song played for the Bridal Party announcement? (Artist - Title) _____
It is recommended to not choose individual songs for each couple to ensure the Bridal Party announcement is smooth and relatively quick.

#31 Do you wish to be announced into the room and, if so how do you wish to be announced? Y / N
Traditional: Mr. & Mrs. John Smith Secondary Traditional: The Smiths, Jane & John Politically Correct: Mr. & Mrs. Jane & John Smith,
Casual: Jane & John Smith Ultra Casual: Jane & John _____

#32 Specific song played for Your announcement? (Artist - Title) _____

#33 Approximate time for the announcement? _____ (Normally 10-15 minutes after guests are invited to find their seats in the dining area.)

#34 What beverage would you like to have waiting for you when you sit down? B: _____ G: _____

#35 Head Table Line up

- Option #1 Men on one side, Women on one side: Maid #2 Maid #1 Maid Of Honor Bride Groom Best Man Groomsman#1 Groomsman#2
Option #2 Alternating on both sides: Maid #2 Groomsman #1 Maid Of Honor Bride Groom Best Man Maid#1 Groomsman#2
Option #3 Sweetheart Table for Bride and Groom
Option #4 Bride and Groom sitting at Regular Round Table
Option #5 Bride and Groom at Head Table with Bridal Party and Their Significant Others
Option #6 Bride and Groom with Parents at Head Table
Option #7 Bride and Groom with Best Man & Maid of Honor only
Option #8 Bride and Groom at the end of the King's Table / Middle of the King's Table

#36 Will the Father of the Bride or someone else give a Welcome Greeting? Y / N
If it's someone else, please provide their name and relationship: _____
Have they been informed they are doing a welcome? Y / N

#37 Will your officiate or someone else provide a blessing? Y / N Who will give the blessing? _____

#38 What time is Dinner scheduled to begin _____ pm and the meal is Plated, Family Style, Buffet, Food Stations, or Passed?
If Dinner is plated, how many courses? _____ If it's a buffet would you like the DJ to dismiss tables? Y / N
Would you like to play a game to release the tables? Y / N (i.e....Questions about the bride and groom, guess the music)
Do you have any other additional suggestions for Dinner Music? _____

#39 Would you prefer to have the toasts Prior to the meal, Between courses, or After the meal: _____
If dinner is a buffet, the toasts can only happen prior to, or after dinner! If during dinner, following what course? _____
39a: Will there be Champagne poured for the formal toasts? Y / N Cider?: Y / N

#40 Please fill in their Names and if the Maid of Honor or Best Man is a relative, Please indicate next to their names: IE: Younger Brother
Toasters: Best Man: _____
Matron - Maid-of-Honor: _____
Grooms Parents: _____
Brides Parents: _____
Other Scheduled Toasters: _____

#41 Would you like to restrict toasts to the people listed or pass the microphone? Restrict / Pass
If it is okay to pass the microphone, do you wish to announce this? Y / N
Do you wish to open it to the Floor, Close Family or Bridal Party? Floor / Close Family / Bridal Party
#41a: If Toasts are Restricted and Parents are not scheduled to toast, and they request to make a toast, Do you want to allow them to make a toast? Y / N
#41b: Is there anyone you specifically do not want making a toast?: _____

#42 Will you also be going to each table for? Table Toasts / Table Pictures / Table Greetings

#43 Will you have a slideshow or video presentation? Y / N And if so when would you like to play the presentation? _____
a: Who produced the presentation? _____ A Video projector is available for an extra cost!
b: Will there be music on the Slideshow? Y / N

#44 Is there anything I need to remind your guests about? Y / N (Please highlight reminders) Cameras on the Tables, Guestbook, Photo Booth, Photobook, Framed Picture of the Bride and Groom, Wedding Favors, Coffee Station, Candy Bar, Chocolate Fountain, Shuttles, Money Tree, Bride & Groom's Special Drink: _____

#45 Would you like to do a Centerpiece Giveaway during dinner? (If Applicable)
A: The Dollar Pass Game: The DJ play's music while each table passes a dollar around their table and when the music stops the person holding the dollar bill gets to take home the centerpiece.
B: Place a sticker under one chair / menu card at each table and the person with the sticker takes the centerpiece.
C: Person with the birthday closest to the wedding date wins.
D: Ask personalized questions about the Bride and Groom.
E: Pull name from a jar to determine centerpiece winners. (How Many Centerpieces are there?)
F: Pull numbers from a jar to determine centerpiece winners.

#46 If you do not wish to give away the centerpieces, are guests allowed to take the flowers? Y / N

#47 Would you like to provide a list of questions or things your guests must do to get you to kiss, rather than clinking their glasses?
Y / N Questions / Performances

#48 Would you like to have your guests play some games toward the end of dinner? Y / N (i.e. Shoe Game, Guess the Bride and Groom)

#49 Would you like your guests to write "Words of Wisdom or Advice" on cards? Y / N With the best ones being read during dinner. Y / N
You would need cards, pens and a bowl, or a tree they can hang the cards on. (You can also provide the cards or a small book along with a pen at each table. DJ
will ask everyone to pass the book around and have guests fill in their words of wisdom or advice to the new couple!)

#50 Would you like to have your guests do "Mad Libs"? Y / N With the 2 or 3 of the best ones being read prior to toasts? Y / N
Mad Libs are games in which players supply the words for stories without knowing how the words will be used. The words are then inserted in the story, and the
completed story is read aloud. The results can be hysterically funny!

Special Dances:

If you need assistance choosing specific songs I recommend going to www.weddingmusiccentral.com

#51 When would you like to do your first dance? Following Introduction / After Toasts & Dinner

#52 Your First Dance Song? (Artist - Title) _____

Do you wish to fade the song early? Y / N If yes, by how much? _____

For your First Dance, do you wish to invite all of your bridal party or guests to join you? Y / N (You can do this if you are not planning on having
any other dances)

**For the Father/Daughter, Mother/Son & New Parents Dances please let your parents know so they will not be caught by surprise!

#53 Would you like to have a Father / Daughter Dance? Y / N Song to Use: (Artist - Title) _____
(By choosing the option to have the Groom escort his mother out to join in the Father/Daughter dance, then you do not want to have a separate Mother/Son
Dance)

Half Way Through Father/Daughter Invite - Groom to escort mother onto the floor Bridal Party Guests
Do you wish to fade the song early? Y / N If yes, at what point? _____

#54 Would you like to have a separate Mother/Son Dance? Y / N Song to Use: (Artist - Title) _____

Half Way Through Mother/Son Dance Invite - Bridal Party Parents Guests
Do you wish to fade the song early? Y / N If yes, at what point? _____

#55 Would you like to have a New Parent's Dance? Y / N

(Where the bride dances with her new Father in Law, and the Groom dances with his new Mother in Law)

Song To Use: (Artist - Title) _____

Half Way Through New Parents Dance Invite - Bridal Party Family All Guests
Do you wish to fade the song early? Y / N If yes, at what point? _____

#56 Would you like to have a Bridal Party Dance? Y / N (Traditionally guests join for open dancing halfway through)

Song To Use: (Artist - Title) _____

Half Way Through Wedding Party Dance Invite - Family All Guests

Wedding Traditions:

#57 Would you like to do a Thank You toast? Y / N Would you like to do your Thank You toast to finish off the formal Champagne
Toasts or just prior to the Cake? Formal / Cake
Will both the Bride & Groom say Thank You? Y / N Or just one? : _____

#58 What time would you prefer to cut the Cake? _____ pm (Either Following toasts or later prior to Bouquet/Garter)

What song would you like to have played during the cake cutting? (Artist - Title) _____

a) Are you also having a grooms cake? Y / N

b) Are you having cup cakes or a Pie Table instead of a cake? Y / N If so, are you still having a presentation cake to cut? Y / N

#59 Will you be having a Bouquet Toss? Y / N Song to Use: (Artist - Title) _____

a) If you are not planning on tossing the bouquet, would you like to present the bouquet to someone special? Y / N

Who are you presenting the bouquet too? _____

b) If you are not planning on tossing the bouquet, would you like to do a Longevity Dance where the DJ progressively asks couples who
have been married a length of time to exit the floor, and in the end you present the bouquet to the longest married couple? Y / N

#60 Will you be having a Garter Toss? Y / N Would you like to have the groomsmen to kneel forming a chair for the bride to sit on
during the garter removal? Y / N Would you like the Garter removal to be? Conservative / Risqué

a) Music to Use to remove the Garter: (Artist - Title) _____

b) Music to Use when you toss the Garter: (Artist - Title) _____

#61 Would you like to do a Honeymoon Dance / Money Dance? Y / N (Normally following the Cake Cutting) (The Money Dance can last as long as
30 Minutes, so if you would like specific songs played for the money dance you must pick 7 to 8 songs)

Will the Bride have a purse for monetary gifts? Y / N Who will have the Pins for the Money Dance? _____

#62 Last Dance Song?: (Artist - Title) _____

#63 Would you like your guests to escort you out at the end of the night? Y / N (Will you have sparklers, bubbles or rice for them to throw?)

#64 Is there a limousine or car picking you up? Y / N What Time? _____

#65 Per the venue are we allowed to go Overtime? Y / N

#66 Are you planning on having an After Party? Y / N Do you wish to announce the location? Y / N
Location of the After Party: _____

Music Information:

Please go to www.pacificentertainment.biz/Pac_Ent_Songs.htm to download a song list.

#67 Any Songs that you would place on a DO NOT PLAY LIST: (Artist - Title)

#68 Any Songs that are ACCEPTABLE if a guest Requests them: (Artist - Title)

#69 Any Songs that are REQUESTS: (Artist - Title) (If you wish to have a remix played, please be as specific as possible)
(For Conservative or Religious groups, please provide a play list of acceptable songs)

#70 Is it OK for the DJ to use his judgment regarding requests if they are not listed above? Y / N

#71 Is it OK for the DJ to use his judgment in the event guests are not dancing to music requested above? Y / N

#72 What is the age range of your close friends?

#73 Any additional information that was left out?

Lighting Information:

#74 In the event you are using up lighting, what color(s) would you like to use?: _____
Up lights are available for \$40 per light.

#75 In the event you wish to have a monogram projected, please go to please go to <http://www.premier-lighting.com/weddinggobos/weddinggobos.html> to order your custom monogram in a Standard Size D for a Martin PR1 Gobo Projector.

If you are not ordering a custom monogram which letter would you like projected?: _____

If you have any additional questions please contact randy@pacificentertainment.biz or 707.364.2642 (Cell)