

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)

Photographer: Starting at what time? Ending at what time?	Phone# Cell#	E-Mail:
Videographer: Starting at what time? Ending at what time?	Phone# Cell#	E-Mail:
Florist: Scheduled to deliver at what time?	Phone# Cell#	E-Mail:
Bakery: Scheduled to deliver at what time?	Phone# Cell#	E-Mail:
Officiant/Minister: How is your Officiant addressed? Pastor – Reverend – Father – Judge – Rabbi - N/A Scheduled to arrive at what time?	Phone# Cell#	E-Mail:
Caterer: Scheduled to arrive at what 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:
Musician(s)/Band Leader: Scheduled at what time? Till? Scheduled to arrive at what time?	Phone# Cell#	E-Mail:
Limousine/Shuttle/Bus Service: Starting at what time? Every 20 / 30 minutes ? 20 / 30 Going back to?	Phone# Driver's Cell#	E-Mail:
Photo Booth / Chocolate Fountain / Ice Sculpture Dove Handler /	Phone# Cell#	E-Mail:

#3 Is your Officiant 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 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: _____

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) _____

Will there be any other special music during the ceremony? (ie: candle lighting, 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

#2 Jazz Standards

#3 Cool Jazz

#4 Lounge Jazz

#5 Instrumental Jazz

#6 Latin Jazz / Bossa Nova / Cuban Jazz

#7 Urban Jazz

#8 Big Band / Swing Jazz

#9 Light Adult Alternative

#10 World Beat / Acid Jazz

#11 Easy Listening

#12 Light Classic Rock

#13 Light R&B / Motown/Soul (Smooth Grooves)

#14 Light 80's New Wave

#15 Light Country

#16 New Age (Enya, Enigma, Sarah Brightman)

#17 Instrumental (Guitar, Piano, Harp)

#18 Neo Soul

#19 Christian / Gospel

#20 Trip Hop

#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 Is seating reserved? 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

Introduction Information:

#26 Please list the names of any parents attending? 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 Do you wish to have a specific song played for the Parent's Introduction?: (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 Groomsmen: _____ & 10th Bridesmaid: _____

9th Groomsmen: _____ & 9th Bridesmaid: _____

8th Groomsmen: _____ & 8th Bridesmaid: _____

7th Groomsmen: _____ & 7th Bridesmaid: _____

6th Groomsmen: _____ & 6th Bridesmaid: _____

5th Groomsmen: _____ & 5th Bridesmaid: _____

4th Groomsmen: _____ & 4th Bridesmaid: _____

3rd Groomsmen: _____ & 3rd Bridesmaid: _____
2nd Groomsmen: _____ & 2nd Bridesmaid: _____
1st Groomsmen: _____ & 1st Bridesmaid: _____
Best Man: _____ & Maid Of Honor: _____

#30 Do you wish to have a specific song played for the Bridal Party announcement? (Artist - Title) _____

#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 Do you wish to have a 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

#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 officiant 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 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? _____

Will there be Champagne poured for the formal toasts? 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 (IE: Cameras on the Tables, Guestbook, Framed Picture of the Bride and Groom, Wedding Favors, Coffee Station, Candy Bar, Chocolate Fountain, 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?)

#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 Do you wish to do your first dance immediately after being introduced or after toasts? Immediately after the Introduction / After Toasts

#52 What is your First Dance Song? (Artist - Title) _____

For your First Dance, 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 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

For the Father/Daughter song, 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

For the Mother/Son song, 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 - Family All Guests

For the New Parent's song, 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

For the Bridal Party song, do you wish to fade the song early? Y / N If yes, by how much? _____

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 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 What song would you like for the Last Dance?: (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](http://www.pacificentertainment.biz/Pac_Ent_Songs.htm) to download a song list.

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

#68 Name 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)

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

#70 Any additional information that was left out?

Lighting Information:

#71 In the event you are using up lighting, what color(s) would you like to use?: _____

Up lights are available for \$40 per light.

#72 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)