

PACIFIC ENTERTAINMENT WEDDING QUESTIONNAIRE

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

The purpose of this questionnaire is to get you started in the right direction for your wedding. Many details are easily missed and these questions will assist 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.

General Information:

#1 Your Expected Guest Count?

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

Photographer: Scheduled till what time?	Phone#	E-Mail:
Videographer: Scheduled till what time?	Phone#	E-Mail:
Florist:	Phone#	E-Mail:
Bakery:	Phone#	E-Mail:
Officiant/Minister: How is your Officiant addressed? Pastor – Reverend – Father - Judge	Phone#	E-Mail:
Caterer:	Phone#	E-Mail:
Facility Contact for Reception:	Phone#	E-Mail:
Coordinator:	Phone#	E-Mail:

#3 Is your Officiant/Minister 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 Dancer, Belly Dancer, Band, Singer)

#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 Will there be someone special who is unable to attend? Y / N
 Would you like to do something special to remember a dearly departed relative or friend? Y / N

Ceremony Information:

#8 What time does the ceremony start?: _____ #10 How long do you anticipate the ceremony to be? _____

#9 Ceremony music will be provided by? Musicians DJ

#10 If DJ, 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? _____

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) _____

Will there be any special readings or singers? Y / N How Many? _____ Will they require a microphone? Y / N

If there will be a singer, will they have musical accompaniment? DJ / Musicians

If DJ will the singer(s) provide their own background music? Y / N

If Musician(s) will they need to plug into the DJ's system for amplification? Y / N

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

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

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

Reception Information:

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

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

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

#15a Do you have any other suggestions for Background music? _____

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

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

#18 Is seating reserved? Y / N If seating is reserved, will the Tables be Numbered / Named?

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

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

#20 Please list the names of any parents attending? Please provide Full names. (Please also indicate if they are Step Parents!)

Grooms Parents: _____

Brides Parents: _____

#21 Do you wish to announce your Parents? Y / N

#22 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.)

Flower Girl(s): _____	& Ring Bearer(s) _____
Bible Bearer: _____	& Bell Ringer: _____
10 th Groomsmen: _____	& 10 th Bridesmaid: _____
9 th Groomsmen: _____	& 9 th Bridesmaid: _____
8 th Groomsmen: _____	& 8 th Bridesmaid: _____
7 th Groomsmen: _____	& 7 th Bridesmaid: _____
6 th Groomsmen: _____	& 6 th Bridesmaid: _____
5 th Groomsmen: _____	& 5 th Bridesmaid: _____
4 th Groomsmen: _____	& 4 th Bridesmaid: _____
3 rd Groomsmen: _____	& 3 rd Bridesmaid: _____
2 nd Groomsmen: _____	& 2 nd Bridesmaid: _____
1 st Groomsmen: _____	& 1 st Bridesmaid: _____
Best Man: _____	& Maid Of Honor: _____

#23 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 _____

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

#25 Do you wish to have a specific song played for Your announcement? (Artist - Title) _____

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

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

#28 **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

#29 Will the Father of the Bride or someone else give a Welcome Toast? Y / N

If it will be someone else please provide their name and relationship: _____

Has the toaster been informed they are doing a welcome toast? Y / N

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

#31 What time is the Dinner/Lunch scheduled to begin _____ pm and the meal is Plated or Buffet?

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? _____

#32 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

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: _____

#33 Would you like to restrict toasts to people listed or pass the microphone? Restrict / Pass

If it is okay to pass the microphone, do you wish to announce and open it to the "Floor" or to "Close Family and Bridal Party"?

Floor / Close Family & Bridal Party

#34a: 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

#34 Will you also be going to each table for table toasts or table pictures? Y / N Table Toasts / Table Pictures

#35 Will you have a slideshow or video presentation? Y / N And if so when would you like to play the presentation? _____

Who produced the presentation? _____ A Video projector is available for an extra cost!

#36 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, Favors, Coffee Station, Candy Bar) _____

#37 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?)

#38 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

#39 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)

#40 Would you like to have your guests provide "Words of Wisdom" on cards? With the best ones being read during dinner. Y / N

(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!)

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

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

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

#43 Would you like to have a Father/Daughter Dance? 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? _____

#44 Would you like to have a separate Mother/Son Dance? 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? _____

#45 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? _____

#46 Would you like to have a Bridal Party Dance? (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? _____

#47 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 of just prior to the Cake? Formal / Cake

Will both the Bride & Groom say Thank You? Y / N Or just one? : _____

#48 What time would you prefer to cut the cake? _____ pm

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

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

#49a) 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? _____

#49b) If you are not planning on tossing the bouquet, would you like to do an Anniversary/Longevity Dance where the DJ progressively asks couples who have been married a length of time to exit and dance floor, and in the end you present the bouquet to the longest married couple? Y / N

#50 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 or risqué? Conservative / Risqué

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

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

#51 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? _____

#52 What song would you like for the final song of the evening?: (Artist - Title) _____

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

#54 Will there be shuttle vans to take guests back to the Hotel? Y / N If so what are the scheduled times? _____

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

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

#57 Are you planning on having an After Party? Y / N Do you wish to announce the location? Y / N

Location of the After Party: _____

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

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

#59 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)

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

#61 Any additional information that was left out?

If you have any additional questions please contact Randy Harris at Pacific Entertainment!

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