

# Archer Music Service

## Wedding Reception DJ Questionnaire

Name of bride: \_\_\_\_\_ Name of groom: \_\_\_\_\_

Reception date and time: \_\_\_\_\_ Location: \_\_\_\_\_

Expected number of guests: \_\_\_\_\_ Majority from out of town? \_\_\_\_\_

Age range of guests: from \_\_\_\_\_ to \_\_\_\_\_ with a majority being from \_\_\_\_\_ to \_\_\_\_\_ years old.

Photographer: \_\_\_\_\_ Will he/she be there until the end of reception? \_\_\_\_\_

Location for DJ to set up: \_\_\_\_\_

***Note: The DJ requires two chairs and a minimum of 8 feet of table space, which must be within 20 feet of a three-pronged grounded electrical outlet. Tablecloth/skirting should be provided by caterer or reception location. If reception is outside, full shade is required for covering equipment.***

Do you wish to have the bride and groom announced when they enter the room? \_\_\_\_\_  
(Please have someone notify DJ when they're ready.)

If so, how do you wish to have them announced? \_\_\_\_\_

Do you wish to have the wedding party announced? \_\_\_\_\_

If so, a list of names and their order should be provided to the DJ, and a bride's representative needs to work with the DJ in pronouncing names correctly and coordinating the wedding party's entrance into the room. As a general guide, this is the order in which the wedding party enters the room:

**Brides' Parents – Groom's Parents – Flower Girl and Ring Bearer – Maids and Ushers –  
Maid/Matron of Honor and Best Man – Newlyweds**

Will there be a toast? \_\_\_\_\_ If so, who will make it? \_\_\_\_\_

Will you be cutting your cake? \_\_\_\_\_ Before or after toast? \_\_\_\_\_

Dinner: Sitdown? \_\_\_\_\_ Buffet? \_\_\_\_\_ Family-Style? \_\_\_\_\_ Other? \_\_\_\_\_

Will there be a blessing before dinner? \_\_\_\_\_ If so, who will give it? \_\_\_\_\_

When will the first dance be? \_\_\_\_\_

*Note: for the majority of couples, this occurs at the end of the meal and after the cake has been cut and the toast has been made. However, other couples prefer the first dance when you enter the room. No matter which, when notified that you're ready, the DJ will announce that it's time for the first dance and say something similar to, "Ladies and gentlemen, here in their first dance as husband and wife is (your names) dancing to (song title) by (artist)."*

First Dance Song: \_\_\_\_\_

Second Dance Song: \_\_\_\_\_

Do you wish second dance song to be:

- father/bride song?
- father/bride song for first verse with mother/groom joining in after first verse/chorus?
- father/bride and mother/groom dancing together from the beginning of song?
- other? \_\_\_\_\_

Third Dance Song: \_\_\_\_\_

Do you wish third dance song to be:

- mother/groom song?
- wedding party song?
- song to open dance floor?
- other? \_\_\_\_\_

Will there be:

- throwing of the bouquet?
  - throwing of the garter?
  - placing of garter of the girl who caught bouquet by the guy who caught the garter?
  - other special events (such as a dollar dance, etc.)? If so, please specify:
- 

Any special announcements you'd like made and when:

Music requests: *(Use a separate sheet if needed.)*

Any types of music or particular songs/artists you don't wish played, even if requested by guests:

Please return this filled-out form at least two weeks before the reception to your assigned DJ or to:

Archer Music Service  
108 Pinecrest Blvd.  
Summerville, SC 29483

For any questions or assistance, call David Archer at (843) 871-4460.