

CONTACT INFORMATION

Wedding Date:

Bride's Name:

Phone Number(s):

Email:

Groom's Name:

Phone Number(s):

Email:

Setup Start Time: 1 our prior

Music Start Time:

End Time:

Your complete address and phone number AFTER wedding:

Phone Number:

Address:

WEDDING CEREMONY LOCATION INFORMATION

❖ Name / Address of Venue:

Will you require Colonel C to be at the wedding ceremony to provide music?

Providing music for the Wedding Ceremony is an additional service to the Reception. There are additional costs.

If music is to be played outside; what, where & when?

Outdoor events need to be carefully planned.

The DJ & all equipment must be covered and protected from the elements.

Colonel C does not DJ outdoors in the event of inclement weather.

WEDDING RECEPTION LOCATION INFORMATION

Note: The reception venue is responsible to provide a table for the DJ to set up equipment.

❖ Name / Address of Venue:

Contact Name:

Phone:

Primary Room Name / Location / Floor:

If music is needed in more than one area; what type, where & when?

Providing music for the Wedding Reception in more than one area is an additional service. There are additional costs.

Approximate Number of Guests:

Adults (%):

Children (%):

CONTACT INFORMATION FOR OTHER PROFESSIONALS

- Official who is conducting the wedding – Name & Title:
Phone *Web Site if available*
- Party Planner's Name:
Phone *Web Site if available*
- Caterer's Name:
Phone *Web Site if available*
- Photographer's Name:
Phone *Web Site if available*
- Videographer's Name:
Phone *Web Site if available*
- Designated Contact at the Wedding (usually Best Man or Maid/Matron of Honor):
Contact Person's Name & Mobile Phone

*** This is the person that has decision making authority DURING the Reception so the Bride & Groom are not bothered.*

Is it okay to acknowledge the above people during the reception? ___ Yes or ___ No

RECEPTION MUSIC

Type of music you like:

You may bring any of your favorites with you (in CD format) to the event, or preferably provide them in advance.

Type of music you dislike:

The music we provide is radio-clean (as opposed to church-clean). If there are any special concerns regarding any music content, please let us know prior to the event.

Colonel C wants your event to be successful and memorable. The DJ has experience in knowing what certain crowds like and dislike. It is suggested that the DJ be allowed to use professional judgment at the event to best please everyone. The crowd should remember the event as a VERY fun time!!

ORDER OF EVENTS

Note: The printed order of events is only a suggestion. Every reception is different and this is YOUR wedding. Any event may be added, eliminated, or rearranged. Assign a sequence number to the events and line out those that you are not doing. Remember to review this schedule with your caterer.

Sequence	Time	Event
		Wedding Ceremony (if we are providing music) Wedding Ceremony is considered an additional service to the Reception. The cost may vary. Prelude Music
		Seating of Mothers Music
		Groom/Officials/Groomsmen Music
		Bridesmaids/Maid of Honor/Ring Bearer/Flower Girl Music
		Bride Entrance Music
		Bride & Groom Exit Music
1	Official DJ Start Time	Reception – Cocktail Hour MUSIC provided by DJ Is the cocktail hour in the same room/area? ___ Yes or ___ No If not, where will this be located? Providing music for the Wedding Reception in more than one area is an additional service. There are additional costs.
2		Reception - Grand Entrance Please use phonetic spellings below Introduction of wedding party Suggested Order of Introductions SONG: ❖ Other Special Guests (if applicable) ❖ Bride’s Grandparents Mr. and Mrs. ❖ Groom’s Grandparents Mr. and Mrs.

		<p>Bride's Parents Mr. and Mrs.</p> <p>Groom's Parents Mr. and Mrs.</p> <p>❖ Bridesmaids & Groomsmen</p> <p>Flower & Ring Bearers</p> <p>Maid/Matron of Honor & Best Man</p> <p>Introduction of bride and groom SONG: Bride & Groom</p> <p><i>Will there be a receiving line?</i></p>
3a		<p>Blessing/Prayer</p> <p>Name & Title:</p>
3b		Other Ritual or Moment of Silence if someone recently passed on
4		<p>Toast</p> <p>Name & Affiliation (i.e. Best Man):</p> <p>Open Toast? Bride & Groom Response?</p>
5a		<p>Meal MUSIC provided by DJ</p>
5b		Special Acknowledgments (i.e. guest birthday, service providers,..)

6		Bride & Groom's First Dance SONG:
7		Father & Daughter's Dance SONG:
8		Mother & Groom's Dance SONG:
9a		Bridal Party Dance SONG:
9b		Then invite all guests to participate on the dance floor
10		Dancing and Fun MUSIC: Party music by discretion of the DJ
11a		Special Dances (if requested) SONG:
11b		Special Dances (if requested) SONG:
11c		Special Dances (if requested) SONG:
11d		Special Dances (if requested) SONG:
12		Cutting the Cake SONG:
13a		Bouquet Toss SONG: Bouquet and Garter Toss - The traditional tossing of the bouquet is when the bride tosses the bridal bouquet to all single women in attendance. Immediately following the bouquet tossing, a chair is set in the middle of the dance floor. The chair is for the bride to sit and the groom to remove the bride's garter from her leg. The traditional tossing of the garter is when the groom tosses the bride's garter to all the single men in attendance. The people whom catch the garter and bouquet are said to be the next one to marry.
13b		Garter Toss SONG: Will the Garter Catcher put the garter on the Bouquet Catcher's leg?
14	Official DJ End Time	Last Dance SONG: Should Colonel C give away the centerpieces? ___ Yes or ___ No

Additional information may be found online at www.ColonelC.com