



Wedding Reception Checklist
(Courtesy of Affordable Mobile Disc Jockeys – amdjs.net)

Please fill this out to help us run your event. (Please see the footnote at the bottom of this page)

1 Bride's Name: _____ Parents: _____

2 Groom's Name: _____ Parents: _____

3 Will the DJs be playing music at the wedding and the reception or only just the reception?

Both Reception Only

4 Is our contracted time to be set up before wedding party arrives?

Yes No

5 If #4 is Yes, would Bride and Groom like to be announced upon arrival?
If so, how should they be introduced?

Mr. And Mrs. _____

6. Any other introductions? (i.e. Bridal Party or Parents). If so, list below:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

(Use additional page for more)

7 Approximately how many guests are you expecting? _____

8 What is the average age? _____

9 What are your favorite types of music? List them below:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

(Use additional page for more)

¹ Please note: We recommend you complete this form online. See the *Weddings* page at <http://www.amdjs.net>

10 This is the most common order of events at a wedding. If you would like to have a different agenda, place numbers to the left of the box in the order desired.

Order	Yes	No	Item	
1	<input type="checkbox"/>	<input type="checkbox"/>	Best Man's Toast	By: _____
2	<input type="checkbox"/>	<input type="checkbox"/>	Any Other Toast	By: _____
3	<input type="checkbox"/>	<input type="checkbox"/>	Cutting the cake	_____
4	<input type="checkbox"/>	<input type="checkbox"/>	Throwing the Bouquet	_____
5	<input type="checkbox"/>	<input type="checkbox"/>	Remove and throw garter	_____
6	<input type="checkbox"/>	<input type="checkbox"/>	Bride/Groom First Dance	Song: _____
7	<input type="checkbox"/>	<input type="checkbox"/>	Bride/Father Dance	Song: _____
8	<input type="checkbox"/>	<input type="checkbox"/>	Any other Special Dances?	
			Type: _____	Song: _____
			Type: _____	Song: _____
			Type: _____	Song: _____
			Type: _____	Song: _____
			Type: _____	Song: _____

9 Would you like your DJ to organize group activities and get guests involved? If *Yes*, note any ideas you have below:

10 Are there any special announcements (birthdays, anniversaries...)? Please list below and note when they should be made:

_____ When: _____

_____ When: _____

_____ When: _____

_____ When: _____

_____ When: _____

Also –

- Please be prepared to provide either a map and/or written directions to AMDJs (preferably both) to the location where your wedding will be held. This is especially important for weddings outside the Denver metropolitan area.
- Regarding where your wedding / reception will be held, please complete the following:

Wedding -

Location: _____
Contact Person: _____
Contact Phone: _____
Contact Email: _____
Where: 1st or what floor ____ Elevator available

Reception – Can be *Same*, if held where the Wedding is to take place

Location: _____
Contact Person: _____
Contact Phone: _____
Contact Email: _____
Where: 1st or what floor ____ Elevator available

- Who should be contacted regarding the details of this wedding?

Name: _____

Address: _____

City, State Zip: _____

Daytime Phone: _____

Alternate Phone: _____

Email Address: _____

Thank you for considering *Affordable Mobile DJs* for providing your music needs at weddings, corporate events and just about any gathering where professional DJ services are needed!

For more information, please visit our website at: <http://www.amdjs.net> where you will find this questionnaire available online as well as request for bookings, quotes and a full list of services.

Best of luck –

Chris King
Owner: *Affordable Mobile Disc Jockeys*