

Elite Entertainment

Outline of Phases for Your Wedding Reception

“Traditional Management of Your Day”

Phase I. Disc Jockey Arrives:

Disc jockey will arrive, set up his equipment and go over the details of your wedding with the caterer and/or function manager. (Approx. 1 hour prior to start time)

Phase II. Guests start arriving to the Reception Hall:

Disc jockey will welcome your guests to the celebration and start entertaining with background music. (Approx. 1 hour)

Phase III. Bridal Party Grand Entrance & Toast:

Bridal Party arrives. Guests are seated in the dining room. Disc jockey lines up Bridal Party for the grand entrance. Customarily, the grandparents are acknowledged at their tables. The parents can be introduced with the Bridal Party. After they are lined up, the bridal party is introduced and enters two at a time. Then, the Best Man and/or the Maid/Matron of Honor will give a toast. The wedding officiant or a family member may give blessing. Dinner is served. Disc jockey continues to play background music. (Approx. 1 hour)

During the mealtime, the Bride and Groom have plenty of time to visit their guests, table by table.

Phase IV. Traditional Dances:

Dinner ends. Bride and Groom first dance. Next, Bride dances with her father. Groom and his mother can either join in halfway through the song or dance to their own song. Next, Bridal Party and the parents dance. Halfway through this song, all guests will be invited to dance. First fast dance set begins. (Approx. ½ hour)

Phase V. Cake cutting / Bouquet & Garter Toss/Money Dance/Married Couples Dance:

Disc jockey, photographer and caterer/function manager coordinate cake cutting ceremony. Disc jockey organizes Bouquet and Garter Toss, Money dance (if requested), and Married couples dance. (Approx. 30 to 45 minutes)

Phase VI. Dancing and Celebration Time:

Guests dance and celebrate with the Bride and Groom until the end of the celebration. Your favorite 20-25 dance selections can be played during this time. (Approx. 1 1/2 hours)

Phase VII. Celebration Ends:

Bride and Groom's last slow dance, followed by last fast dance to end the event on a high note. Bride and Groom say goodbye and leave for honeymoon. Followed by the guests' departure. (Approx. ½ hour)

Above schedule based on a traditional 5 hour celebration.

More Than Just a DJ!

Elite Entertainment

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Wedding Coordination Worksheet

Please use **black ink** to complete this worksheet. When done, make a copy and mail or fax back to Elite Entertainment no later than **one month** prior to your wedding! Please do not hesitate to contact us should you have any questions. If you are not sure what song to choose for a special event, you may always write "DJ's Choice;" an appropriate song from your song list will be selected. Thanks!

WEDDING DATE: _____

Bride's Full Name: _____ Groom's Full Name: _____

Mailing Address: _____

City/State/ZIP: _____ Email: _____

Bride's Work Phone: _____ Cell: _____ Home: _____

Groom's Work Phone: _____ Cell: _____ Home: _____

WEDDING CEREMONY INFORMATION

CEREMONY START TIME: _____ **ESTIMATED END:** _____ **Officiate:** _____

Ceremony Site: _____ **Specific room or area:** _____

Address: _____ **City:** _____

If Elite Entertainment is providing the ceremony music, please complete the following. If you'd like the "Traditional" selection, please circle it; otherwise, write your selections in the "Other" space:

Bridal Party Processional: Traditional - "Canon in D" Other: _____

Bride's Entrance: Traditional - "Here Comes the Bride" Other: _____

Bride & Groom's Exit: Traditional - "Wedding March" Other: _____

Extra microphone needed for any live singing or guests reading during your ceremony? YES NO

RECEPTION INFORMATION AND DETAILS

RECEPTION START TIME: _____ **END:** _____ *(DJ will arrive one hour prior to start time)*

RECEPTION SITE (Please send map or directions as needed)

Name of Location: _____

Name of Reception Room or Area: _____

Address: _____ **City:** _____ **Zip:** _____

Phone Number: _____ **Contact:** _____

In order to best serve you, we will work with your videographer, photographer and caterer to assure a smoothly run reception.

PHOTOGRAPHER: _____ Phone: _____

VIDEOGRAPHER: _____ Phone: _____

CATERER: _____ Phone: _____

WEDDING COORDINATOR: _____ Phone: _____

RECEPTION SCHEDULE OF EVENTS

COCKTAIL HOUR MUSIC (Circle one): Easy Listening Jazz Soft Rock Other: _____

GRAND ENTRANCE (Introduction of the Bridal Party)

GRAND ENTRANCE SONG: Traditional Upbeat Other _____

For the below, please choose a walk-in **introduction** or a wave-from-table **acknowledgement**

Groom's Grandparents: _____ Introduce / Acknowledge

Bride's Grandparents: _____ Introduce / Acknowledge

Groom's Parents: _____ Introduce / Acknowledge

Bride's Parents: _____ Introduce / Acknowledge

Flower Girl: _____ Ring bearer: _____

BRIDESMAIDS

GROOMSMEN

(Please list with partner in order.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

MAID/MATRON OF HONOR: _____ BEST MAN: _____

THE NEW MR. & MRS. _____

EVENTS

TOAST: Best Man Yes / No _____

Maid of Honor Yes / No _____

Additional Toasts Yes / No _____

BLESSING: Yes / No If Yes, by whom? _____

DINNER MUSIC: (Circle one) Easy Listening Smooth Jazz Soft Rock Other: _____

BRIDE & GROOM'S FIRST DANCE: _____

FATHER / DAUGHTER DANCE: Yes / No _____

MOTHER / SON DANCE: Yes / No _____

BRIDAL PARTY DANCE: _____

Your DJ will invite all the guests to the dance floor halfway through this song.

FIRST FAST DANCE SONG: _____

CUTTING OF THE CAKE Yes / No BOUQUET & GARTER TOSS Yes / No

MONEY DANCE Yes / No MARRIED COUPLES DANCE Yes / No

GROUP DANCES (Please circle any you would like played):

Bunny Hop	Cha-Cha Slide	Chicken Dance	Conga Line
Electric Slide	Elvira	Hands Up	Hokey Pokey
Hustle	Limbo	Macarena	Y.M.C.A.

ADDITIONAL MUSIC SELECTION

At most receptions, our DJs have time to play about 40 dance songs. We like to play a wide variety of music to cover everyone's taste at your celebration. If there are songs you want to hear that were not on the song list, please list them below. You can list these songs by title and/or artist. Feel free to attach additional sheets if necessary.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list any songs, artists, or music styles that you DO NOT want played:

BRIDE & GROOM'S LAST SLOW DANCE: _____

LAST FAST DANCE SONG OF NIGHT: _____

HONEYMOON DESTINATION: _____