

KING ENTERTAINMENT  
PO BOX 141  
SAND LAKE, NY 12153  
(518) 466-9947

**WEDDING RECEPTION QUESTIONNAIRE & INFORMATION SHEETS**

We have put together this short questionnaire to help you prepare for your Wedding Reception. Please try to answer all questions prior to our meeting. This information should be returned at least one month prior to your Wedding date. We will be using your responses to help us personalize your Wedding day. The suggestions offered are merely suggestions, you may decide to do everything listed or nothing listed or anything in between.

Reception Date: \_\_\_\_\_

Bride: \_\_\_\_\_ Music Start Time: \_Cer: \_\_\_\_\_ Rec: \_\_\_\_\_  
(only include Cer. time above if we are providing music)  
Groom: \_\_\_\_\_ Home phone: \_\_\_\_\_

Ceremony Time: \_\_\_\_\_ Location: \_\_\_\_\_ Alt. phone: \_\_\_\_\_

Reception Location: \_\_\_\_\_ City/Zip: \_\_\_\_\_ / \_\_\_\_\_

Banquet Manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Videographer: \_\_\_\_\_

1. On a scale of 1 to 10, how interactive would you like your DJ?  
(Not at all) 1 2 3 4 5 6 7 8 9 10 (Highly interactive)
2. On a scale of 1 to 10, how upbeat would like your Special Day to be?  
(Intimate & low key) 1 2 3 4 5 (Middle of the Road, Formal but fun) 6 7 8 9 10 (Let=s Party)
3. Please rate your musical preference to the following types of music on a scale of 10 (0= not at all, 10=love it):  
Oldies \_\_\_\_\_ Country \_\_\_\_\_ Rock \_\_\_\_\_ R & B \_\_\_\_\_  
70's Disco \_\_\_\_\_ Older Dance \_\_\_\_\_ Top 40 \_\_\_\_\_ Latin \_\_\_\_\_  
Participation Dances (Electric slide, Macarena, YMCA, etc) \_\_\_\_\_
4. What type(s) of Music do you NOT want to hear at YOUR Reception: \_\_\_\_\_  
\_\_\_\_\_
5. Bride=s all time favorite song: \_\_\_\_\_ Artist: \_\_\_\_\_
6. Groom=s all time favorite song: \_\_\_\_\_ Artist: \_\_\_\_\_
7. What concerns are important to you regarding the way Your DJ coordinates your Reception? \_\_\_\_\_  
\_\_\_\_\_

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8. Would you like a special Last Dance? \_\_\_ Y or N \_\_\_: what Song/Artist: \_\_\_\_\_

9. Or would you like to end the night with Your First Dance Song, with everyone invited to join in with you?  
Y or N

10. Where are you Honeymooning? \_\_\_\_\_

11. Who will be making final payment(if there is a balance due)? \_\_\_\_\_

12. It is very important to feed your Photographer and Videographer, they have been on the job for hours before the Reception and will be there for several more. If you would like to invite your DJ to also enjoy Dinner, please let your Banquet Manager know in advance.

**ALSO:** Be sure to insist that your Banquet Manager provides your Wedding Professionals their meals IMMEDIATELY after the Head Table and Parents Tables are fed so that they can get back to the jobs you=re paying them to do. Most Managers don't automatically do this, so your insistence on this will make Your Day run much smoother. (A great time to do group pictures, is while everyone is eating, so you don't take away from Dancing time, you can't do this if the DJ is still eating, and not able to announce it and the Photographer is still eating and not able to shoot it).

13. Unless otherwise requested by the Bride and Groom, your DJ will Coordinate all Activities, and make sure your other Wedding Professionals are kept informed of all events that are happening. This is to make your day run smoother, and to take some pressure off of you.

14. Seating arrangements; Please try to put Younger crowd closest to the Dance floor, to minimize possibility of complaints from Older guests.

15. TIPS: it is customary to tip people in the service industry. If you feel your DJ was Key in making your Day, successful, Please feel free to tip accordingly.

**PLEASE USE SPACE BELOW FOR ANY SPECIAL REQUESTS, ANNOUNCEMENTS OR INFORMATION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**PARENTS OF THE BRIDE**

**PARENTS OF THE GROOM**

**BRIDAL PARTY**

In order of Announcement.

Bridesmaid M\_\_\_\_\_ Escorted by: Usher Mr. \_\_\_\_\_

Bridesmaid M\_\_\_\_\_ Escorted by: Usher  
Mr. \_\_\_\_\_

Bridesmaid M\_\_\_\_\_ Escorted by: Usher  
Mr. \_\_\_\_\_

Bridesmaid M\_\_\_\_\_ Escorted by: Usher  
Mr. \_\_\_\_\_

Bridesmaid M\_\_\_\_\_ Escorted by: Usher Mr. \_\_\_\_\_

Bridesmaid M\_\_\_\_\_ Escorted by: Usher  
Mr. \_\_\_\_\_

Jr. Brdsmd(s) Miss \_\_\_\_\_ Esc by Jr ushers(s) Mr. \_\_\_\_\_

Flower Girl(s) Miss \_\_\_\_\_ Esc by Ring bearer(s) Mr. \_\_\_\_\_

**Maid or Matron of Honor:**

**Best Man**

M \_\_\_\_\_ Escorted by  
Mr. \_\_\_\_\_

**Bride and Groom**

As you would like to be introduced.

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Bride=s First Name: \_\_\_\_\_ Groom=s First Name: \_\_\_\_\_

Groom=s Last Name: \_\_\_\_\_

**ACTIVITIES**

*Shown in Traditional Order, but can be done differently under certain circumstances.*

**Bride/Groom First Dance:**(song & artist): \_\_\_\_\_

Invite the Bridal Party to join in halfway through song: Yes No

**Bridal Party Dance ?** Yes No If Yes, What Song & Artist?: \_\_\_\_\_

**Invocation / Prayer?** Yes No If Yes, Name: \_\_\_\_\_

**Maid / Matron of Honor Toast?** Yes No If Yes, Name: \_\_\_\_\_

**Best Man=s Toast?** Yes No If Yes, Name: \_\_\_\_\_

**Centerpiece Giveaway?** Yes No If Yes, By: **DJ Banquet Hall Other** \_\_\_\_\_

**Snowball or Friendship Dance?** Yes No

The SNOWBALL Dance starts with the Bridal Party on the dance floor, a few seconds into the song your DJ will announce for everyone on the dance floor to go and find a new partner from those guests who are seated. This continues until everyone is on the Dance Floor. Can also be substituted for Bouquet & Garter.

**Bride Dance with her Father?** Yes No If No, Who?: \_\_\_\_\_

Song & Artist: \_\_\_\_\_

**Groom Dance with his Mother?** Yes No If No, Who?: \_\_\_\_\_

Song & Artist: \_\_\_\_\_

**Cake Cutting?** Yes No Song & Artist: \_\_\_\_\_

**Bouquet Toss?** Yes No (Limited to guests over 16) Song/ Artist\_\_\_\_\_   
 Most eligible female? \_\_\_\_\_

**Garter Removal?** Yes No Song/ Artist\_\_\_\_\_

**Garter Toss?** Yes No (Limited to guests over 16) Song/ Artist\_\_\_\_\_   
 Most eligible male? \_\_\_\_\_

**Garter Replacement?** Yes No Song/ Artist\_\_\_\_\_