



**KEYSTONE**  
ENTERTAINMENT

## *Wedding Questionnaire*

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address(es): \_\_\_\_\_

Date of event: \_\_\_\_\_ End time/tear-down time: \_\_\_\_\_

Wedding ceremony location/phone/contact: \_\_\_\_\_  
\_\_\_\_\_

Prelude time: \_\_\_\_\_ Ceremony time: \_\_\_\_\_ Approx. ending time: \_\_\_\_\_

Ceremony location/address: \_\_\_\_\_

Distance from ceremony site to reception site: \_\_\_\_\_

Drive time from ceremony site to pix: \_\_\_\_\_ Pix to reception: \_\_\_\_\_

*Will you and/or the bridal party be stopping to take pictures, etc, prior to your arrival at reception site? Please give as much detail as needed so that we can prepare accordingly.*

Will your guests be going directly from the ceremony to the reception? \_\_\_\_\_

Reception start time: \_\_\_\_\_ Expected Ending Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_

Reception Venue Address: \_\_\_\_\_

Reception Venue contact name(s): \_\_\_\_\_

Reception Venue phone number(s): \_\_\_\_\_



*Wedding Questionnaire, contd.*

Will ceremony also be at reception venue? YES NO \_\_\_\_\_

If yes, will ceremony music also be provided by Keystone? YES NO \_\_\_\_\_

Receiving Line at the church or reception? Please circle which applies, or circle NO.

Describe: \_\_\_\_\_

Approx # of adults/kids: \_\_\_\_\_ Will clergyman attend reception? YES NO

**Introductions:** (as bridal party arrives at reception): Grandparents? YES NO

Parents? YES NO

Bridal party? YES NO

Bride/Groom? YES NO

Introduction Song(s): \_\_\_\_\_ Please provide additional details on back of sheet or a separate piece of paper, if you wish to have multiple songs during the introductions. (There is a small additional charge if you wish for us to create a CD of pre-edited song snippets prior to event.)

*\*On the back of this or on a separate piece of paper, also please provide how you want the introductions announced, in the pairings and the order in which you want them called (usually in the same order as they (or the girls) will walk down the aisle, or the opposite order of how they are called up for the Bridal Party dance, if applicable.)*

How would you like to be announced as you enter the reception? (Use/omit the title "Mr. & Mrs."? Use both first names, or just man's first name, or no first names? Please write your names exactly as you would like to be announced.) \_\_\_\_\_

Any other special announcements at beginning of reception? Yes No

Do you wish to play any icebreaker or newlywed games? Yes No

Will there be a welcome? YES NO. If yes, by whom? \_\_\_\_\_

Will there be a toast? YES NO. If yes, by whom? \_\_\_\_\_ BD / AD

Additional toasts: \_\_\_\_\_ BD / AD

Blessing? Yes No By whom? \_\_\_\_\_

Please check all that apply:

Sit-down soup course\_\_\_\_ Sit-down salad course\_\_\_\_ Meal: Buffet\_\_\_\_ or Sit-down\_\_\_\_  
(NOTE: If the meal is buffet-style, we simply need to know if any sit-down courses precede the buffet, so that we can avoid a faux pas when making announcements.)

If having a buffet, who will release guest tables? Venue\_\_\_\_ Caterer\_\_\_\_ DJ\_\_\_\_ Wedding Coordinator\_\_\_\_

**Cake Cutting:** Will the bride and groom participate in a cake cutting? YES NO

Cake Cutting Song:\_\_\_\_\_

Will the cake be cut before or after dinner? BD / AD

*Our recommendation: For huge weddings, the staff need time to cut/prepare the cake. 250 or more guests often require starting before dinner. But for under 250 guests, **let your guests enjoy the cake display throughout the dinner hour**, then cut it immediately thereafter. A good compromise is to cut it as soon as the bride & groom are done eating, but some of the guests are still eating (again, this is for prep time reasons. It will ultimately depend upon the size of the staff at your chosen venue, so check with them to see what they are comfortable with.)*

Is the cake being (please circle one): 1) served for dessert, 2) offered at the dessert or cookie table, 3) wrapped for take-home 4) given out during “money dance”?

*NOTE: This, and the previous question, are inter-related; if cake is being served for dessert, it will be need to be cut sooner than if it is being used in any of the other three manners. Consider your preferences and # of guests, and, as always, discuss with your venue.*

**New Couple’s First Dance:** \_\_\_\_\_ BD / AD

Do you want to dance the whole dance or call up the bridal party during it?

\_\_\_\_\_  
*(If no, please indicate additional songs you’d like to use for the bridal party.)*

**Bridal Party Dance:**

Please check here if you wish to call the bridal party up all at once instead of in pairs (saves time, but is NOT as good for photo op reasons) \_\_\_\_\_

**Special Dances:**

Bride and Father Song?\_\_\_\_\_ BD / AD

*BD= “before dinner”; AD= “after dinner”*

Groom and Mother Song?\_\_\_\_\_ BD / AD

Bride and Mother Song?\_\_\_\_\_ BD / AD

Other (children dances/friend dances, etc.):\_\_\_\_\_

\_\_\_\_\_ BD/ AD

*NOTE: Special dances can be directly after the First Dance, if both items are occurring either before or after dinner. But if ONLY the first dance is before dinner, then the special dances can be directly after dinner, or following the cake cutting, if applicable.*

Any desired first slow song: \_\_\_\_\_ DJ choice \_\_\_\_\_

Any desired first fast song: \_\_\_\_\_ DJ choice \_\_\_\_\_

**Do you wish to do an anniversary dance?:** YES NO \_\_\_\_\_

**Garter & Bouquet:** Yes No Describe: \_\_\_\_\_

(Please use additional sheet to provide more detail, if necessary.)

Garter Removal Song: \_\_\_\_\_

Garter Toss Song: \_\_\_\_\_

Bouquet Toss Song: \_\_\_\_\_

Garter Application Song: \_\_\_\_\_

**Dollar dance:** YES NO With shots? YES NO With money? YES NO

Describe: \_\_\_\_\_

Any desired last song(s) of the night? \_\_\_\_\_

Circle or cross out styles of music that you like or dislike, respectively:

Top 40 Pop Top 40 Rock Top 40 Hip-Hop Top 40 R&B Top 40 Rap Top 40 Country  
Soft Jazz Lively Jazz Standards Top 40 Oldies: 40's 50's 60's 70's 80's 90's  
2000's Classic Rock Old School Motown Classic Country Reggae Techno  
Christian Contemporary Underground Dubstep Ska Other: \_\_\_\_\_

Photographer Name: \_\_\_\_\_

Videographer Name: \_\_\_\_\_

Wedding Planner, if applicable: \_\_\_\_\_

Wedding Colors: \_\_\_\_\_

Wedding Theme: \_\_\_\_\_

Are you interested in learning more about lighting for your event? YES NO

Please feel free to elaborate: \_\_\_\_\_

(Male DJ) button-down shirt preference: \_\_\_French Blue \_\_\_Black \_\_\_White \_\_\_Any

Or please wear: \_\_\_Tux, Black Tie \_\_\_Tux, White Tie (upcharge for tux)

Other: \_\_\_\_\_

**On as many additional pages as needed, please provide:**

• **All names of bridal party (with pairings), & pronunciations where needed.** *Please also include parents' names if we will be speaking with them during the evening as well, and/or calling them up for father-daughter, mother-son, and/or mother-daughter dances.*

• **Lists of songs:**

- 1) Must-have songs that you definitely WANT to hear for cocktail hour, dinner, or dancing. We recommend 5-10 choices for each portion of your day, or you can just mention a few artists you like, if that is easier for you. Or, we can simply prepare a custom playlist according to your desired music genres and guest age range, and we'll play what we know works! (If you submit a longer list, please put stars next to your 20-30 "must-have" favorites.)
- 2) Songs, artists/bands, and/or styles that you definitely do NOT want to hear on your special day, for whatever reason...
- 3) Songs that you only allow IF they are requested by your guests (oldies, line dances, etc.)

These lists are so that we'll know your faves, plus those songs that you specifically do NOT like!

If a good song is unspecified, but falls under your desired styles of music, it would be considered playable unless we are told *not* to play it. So if something is definitely a "do not play", let us know!

We will let the dance floor and the age/tastes of the guests be our guide, and will read the crowd and play to them as the night unfolds. We share your goal of keeping everyone dancing!

• **Please provide complete "day-of" contact info**, including any additional addresses or phone numbers we may need, especially cell phone numbers we should have on the day of the event.

*If you have any questions about this questionnaire, or having trouble filling any part of it out, please feel free to call us anytime at:*

**412-931-SONG (7664) or toll free: 1-888-PGH-RING (744-7464)**  
*...to go over your questions by phone, or to set up an appointment.*

*When you have completed your questionnaire, please call us to set up an in-person consultation, or you may mail your questionnaire to:*



**Keystone Entertainment**  
1799 Locust Road, Sewickley, PA 15143

*Thank you!*