

DJ Dan Kinney *aka Disco Dan*

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Event: Reference Material only

Event Date: do not use

WEDDING GUIDE

Stay on track completing all items at least 2 weeks prior to your event.

It is not required to wait until this is completed in its entirety. I encourage you to send me what you know, when you are sure of it.

If you are contracted for Standard Services, please keep in mind that the reason this is sent as a Word document is because it should be returned in its digital form **in order to avoid the additional \$75 upgrade fee.**

General

- Would you be interested in a 50% discount for an additional event, such as a rehearsal dinner, associated with your wedding?
- Can I please have the names of the bride & groom along with their email, phone numbers & location information?
- Will additional DJ service or some sound re-enforcement or equipment such as speakers or microphones be needed elsewhere? If yes, what for?
- Would you like to add an all LED, special effects light show for \$99?
- What is the latest that the venue will allow me to play music (I must adhere to the policies & rules of the venue)?
- Do you have or are you planning to hire an event coordinator separate from someone associated with the venue?
- If applicable, can I have contact information for your event coordinator (name; phone(s); email) & please inform them that I am self-contained & do not require a table or chair?
- With the exception of music specified as “Do Not Play”, will it be acceptable to take requests from your guests at the event?
- Will you be following tradition in providing a meal for me *please check the contract as a change could void it*?
- If I am to be involved, will there be other entertainers or musicians performing during the ceremony or the reception?
- May I have contact information for the venue?
- Sometimes my clients are doing everything without professional help & in doing so, may wind up with a poor reception layout. Can you send me a floorplan of your event?
- Could I please have the names of your Parents in attendance?
- What is the name of your Maid (if single) or Matron (if married) of Honor & which are they?
- What is the name of the Best Man?
- Whether for the Grand Entrance or your 1st Dance, how would you like to be announced (by me or others as this is service level dependant)?
An example of the most formal would be “Mr. & Mrs. William & Kathrine Smith”. An example of the least formal would be “Kathy & Bill”. It can be anything in between if you wish.
- Please inform the venue that I come with my own black skirted stand. Would you like to provide me with some extra linens in your colors for it?
- If you have photographers & videographers, until what time are they scheduled?
- There are many fashion options these days. On a sliding scale of 1 (most casual: jeans & a collared shirt) to 5 (Formal: a tux), how would you like me to dress?

Activities

Please keep in mind that my involvement in many of these items are service level dependent.

- If there is a theme to your wedding, what is it?
- If I am performing for the ceremony, these items & the music for them will need addressing:
 - ✓ Pre-Ceremony:
 - ✓ Processional:
 - ✓ Bridal Chorus:
 - ✓ Other Ceremony Music:
 - ✓ Wedding March:
 - ✓ Recessional Music:
- If premium services are chosen, I will need the names, pairings & order of all who will be a part of the Grand Entrance (if applicable). If you are planning a receiving line after the ceremony, I recommend either a Grand Entrance announcing just the two of you or none at all. Someone will most likely need to coordinate this with me at the event.
- Tradition dictates that dancing does not begin until the Bride & Groom have had their first dance together. Would you like to have your 1st Dance following your entrance into the reception or after you cut your cake (if applicable) or at another time?
- Do you want a traditional cake cutting ceremony (Traditionally, just prior to the cutting of the cake is the best time for toasts by the Maid/Matron of Honor & the Best Man. Sometimes others as well)?
- After making all the selections from the music list sent, would you care to choose what categories of music or titles you would like played for pre-ceremony, cocktails, dinner & dancing or leave this up to me if I use your list as my guide (for the earlier dancing, I generally play music that the older & younger in attendance like then later the kind that you & your friends like)?
- Will the meal be a plated service, buffet or other?

- I'll need to know **if & who** you expect to give a blessing or toasts prior to the meal being served. *I suggest that prior to the meal is a good time for you to thank your guest for their presence & for your parents to toast.*
- Using highlighting, yellow for **yes** & red for **no** what activities are you planning? **Grand Entrance, Bouquet Toss, Garter Removal & Toss, Garter Auction, Bridal Kidnapping, Games, Contests, or Dedications.** Leave blank if unsure yet.
- Also what dances are you planning? **Bride & Groom, Bride/Father, Groom/Mother, Best Man/Maid-Matron of Honor, Wedding Party, Child Participation Dance, Money Dance(s), Anniversary Dance(s) & Other Special Dances.**
- Sometimes the Bride & Groom exit the event before the party is over. **Are you planning to do this?**
- **Is there a specific last song that you would like played** (if possible & desired, I do build in an encore)?
- **Can you think of a dance or activity we have not planned?**

Agenda

- ❖ **Now we need to create a schedule for all the activities.** *Actual times are not as crucial as the sequence & it is better if I am waiting for an activity that has been scheduled, rather than it happening earlier than expected.*
 - a. The 1st Dance most often is followed by the Bride/Father & Groom/Mother dances, then perhaps the Wedding Party &/or child participation dance. *Once these have been performed, I strongly suggest that we invite the rest of your guests to join the two of you in a romantic & relatively slow song on the dance floor. **When shall we schedule these dances?***
 - b. **When is the meal scheduled to begin?**
 - c. **When shall we schedule the other activities or dances?**
 - d. **Can you think of an item we have not scheduled?**
- ❖ **Your answers to the items above will enable us to create an agenda.** If changes need to be made at the event, I will need only 10 or 15 minutes advance notice in order for things to run smoothly.

Concluding Items (this should wait until the above items have been addressed)

- Updates to your agenda will be sent as information from you is received. **Confirm or edit the agenda as needed.**
- Would you like me to send you an updated category, **N} New & Hot**, for your music list sometime as we get close to your event date?
- **Is there something I've missed?**
- **Let's plan on speaking & going over everything at least 2 weeks prior to your wedding day.** I encourage discussion with your banquets manager or coordinator.
- A courtesy reminder with an attached invoice will be sent to you one week prior to your event.
- **Is there something we've missed?**