

## DJ Dan Kinney aka Disco Dan

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Event: \_\_\_\_\_

Event Date: \_\_\_\_\_

### EVENT GUIDE

**Stay on track completing all items at least 10 days 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. It would be great if you would type your answers in next to the blue question mark.

#### General

- Will additional DJ service or some sound re-enforcement or equipment such as speakers or microphones be needed for something like a wedding ceremony nearby for \$98?
- Would you like to upgrade the wired microphone to a wireless mic?
- Would you like to add an all LED, Special Effects Lighting package for \$98?
- *Your contract states that there are limits & requirements in order to receive Budget or Marriage Party Services. Have you read & understand all in your contract?*
- *If this is a Marriage Party, Can I please have the names of the bride & groom along with email address, phone numbers & location information?*
- *Is there a planner, coordinator or others I should have contact information for [name; phone(s); email]?*
- *What is the age range of your guests & if applicable, would I be expected to play music for those under the age of 12?*
- *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\*?*
- *Will there be other entertainers or musicians performing after I begin my services?*
- *If you have photographers or videographers, until what time are they scheduled?*
- *Sometimes my clients are doing everything without professional help & in doing so, wind up with a poor event layout. Can you send me a floorplan for your event?*
- *May I have contact information for the venue & include a name, phone # & email address?*  
*Please inform the venue that I come with my own black skirted stand & do not require a table.*
- *Since I come with my own black, skirted table, would you like to provide me with some extra linens in your colors for it?*
- *What is the latest that the venue will allow me to play music (I must adhere to the policies & rules of the venue)?*
- *If this is a Marriage Party, could I please have the names of the Parents of the Bride & Groom in attendance?*
- *If applicable, what are the names of Maid (if single) or Matron (if married) of Honor & which are they?*
- *If applicable, what is the name of the Best Man?*
- *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?*
- *Is there a theme for this event?*

#### General Event Activities

*Please keep in mind that my involvement in many of these items is limited to coordination with others & playing music.*

*. Please refer to your contract.*

- *Who else will be performing the emcee duties or the running of any activities?*
- *What games or contests (if any) are required?*
- *What about awards presentations, other announcements or other activities?*
- *From cocktails thru the meal service & dancing, would you care to give me some guidance on what categories or titles of music should be played or leave it up to me, using your music list as my guide?*
- *Is there a specific time for dancing or will dancing be encouraged throughout the course of the event?*
- *Will meal service be plated service, family style, buffet or other?*
- *For birthday parties, will there be a cake & will we sing “Happy Birthday”?*
- *What other songs around that time such as “Birthday” by the Beatles or “In Da Club” by 50 Cent are you interested in in?*
- *Will we be doing any special dances (For instance, a birthday or anniversary dance with a spouse)?*
- *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 as yet planned?*

(Go to next page please)

### Marriage Party Specific Activities

*All are subject to the limitations of the contract.*

- 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:
- Someone will likely need to co-ordinate a Grand Entrance with me. *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. Keep in mind the contract limitations.*
- 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*)?
- 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 meal service be plated service, family style, 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, Wedding Party, Best Man/Maid-Matron of Honor, Child Participation Dance, Bride/Father, Groom/Mother, Money Dance(s), Anniversary Dance(s) or Other Special Dances.
- Sometimes the Bride & Groom exit the event before the party is over. Are you planning to do this?
- Can you think of a dance or activity we have not planned?

### Agenda

Your answers to the above items 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. *All are again subject to the limitations of the contract. I do also typically build in a 1 or 2 song encore beyond the contracted time if possible & desired.*

- ❖ 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. When is the meal scheduled to begin?
  - b. When shall we schedule the other activities or dances?
  - c. If this is a Marriage Party, 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. The invitation of guests to join in is included at no additional cost. When shall we schedule these dances?*

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

- Let me know if changes to your agenda or music list are needed.
- Let's plan on speaking & going over everything at least 10 days prior to your event 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?