

# Dakota Entertainment

## Reception Information Sheet

Please complete and return this form at least 45 days before your event!

### Personal Information

Bride's Name \_\_\_\_\_ Age \_\_\_\_\_ Phone # \_\_\_\_\_  
Optional Hm Wk

Groom's Name \_\_\_\_\_ Age \_\_\_\_\_ Phone # \_\_\_\_\_  
Optional Hm Wk

Parents \_\_\_\_\_  
Bride's Groom's

Grandparents \_\_\_\_\_  
Bride's Groom's

### General Information

Date of Reception \_\_\_/\_\_\_/\_\_\_ Starting Time \_\_\_\_\_ Ending Time \_\_\_\_\_

Number of Guests (approx) \_\_\_\_\_ What time will guests begin arriving? \_\_\_\_\_

Cocktail Hour Yes No If yes, Start Time \_\_\_\_\_ Dinner Yes No If yes, Start Time \_\_\_\_\_

Ceremony Location \_\_\_\_\_ Start Time \_\_\_\_\_

How would you like your DJ to dress Suit \_\_\_\_\_ Kakis & Polo \_\_\_\_\_ Other \_\_\_\_\_

Would you like us to start playing dinner music as soon as we get setup? Yes No

Do you need a cordless microphone for announcements and toasts? Yes No

Will there be a meal provided for the DJ? Yes No

### Location Information

Location: \_\_\_\_\_  
Name Address City State

Contact Name at Location \_\_\_\_\_ Phone# \_\_\_\_\_

Directions to the reception: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Floor on which reception is to be held 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Basement Other \_\_\_\_\_

### Setup Time

Your DJ would like to setup at three hours before the dance. Please place one eight-foot table where you would like your DJ to setup. Setting up earlier than three hours before the contracted time can be arranged at an additional charge.

Early Setup (Additional Charges will Apply) Yes No If yes, Setup Time \_\_\_\_\_

Reception Information

Would you like the DJ to introduce the Bride and Groom when they arrive? Yes No  
(This only applies if we are setup before the reception.)

How would the New Bride and Groom like to be introduced? \_\_\_\_\_

Would you like us to introduce the wedding party? Yes No

Bridesmaid	Escorted By (In order of Introduction)	Groomsmen
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
_____	_____	_____
Maid of Honor		Best Man
_____	_____	_____
Flower Girl		Ring Bearer

Beginning of Dance

Bride & Groom's First Dance \_\_\_\_\_  
Please indicate song title and artist requested

Father & Daughter Dance \_\_\_\_\_  
Please indicate song title and artist requested

Mother & Son Dance \_\_\_\_\_  
Please indicate song title and artist requested

Parents Dance \_\_\_\_\_  
Please indicate song title and artist requested

Wedding Party Dance \_\_\_\_\_  
Please indicate song title and artist requested

Crowd Participation Dances (Icebreakers)

Chicken Dance \_\_\_\_\_ Cotton-eyed Joe \_\_\_\_\_ The Twist \_\_\_\_\_ Snowball \_\_\_\_\_

Hokey Pokey \_\_\_\_\_ Macarena \_\_\_\_\_ The Stroll \_\_\_\_\_ Conga Line \_\_\_\_\_

Bunny Hop \_\_\_\_\_ Electric Slide \_\_\_\_\_ Shout \_\_\_\_\_ Limbo \_\_\_\_\_

Locomotion \_\_\_\_\_ Butterfly \_\_\_\_\_ YMCA \_\_\_\_\_ Other \_\_\_\_\_

Special Events

Garter Auction Yes No Dollar Dance Yes No Bouquet Toss Yes No  
Start Time: \_\_\_\_\_

Musical Preferences (Check all that Apply)

We will try to play at least 2 sets (up to 6 songs) from each selected music type.

Top 40 \_\_\_\_\_ 90's \_\_\_\_\_ 80's \_\_\_\_\_ 70's \_\_\_\_\_ 60's & 50's \_\_\_\_\_ Rap \_\_\_\_\_

Current Country \_\_\_\_\_ Classic Country \_\_\_\_\_ R&B \_\_\_\_\_ Polkas & Waltzes \_\_\_\_\_

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

Your Top Five Slow Songs (Please place a star by any song that absolutely has to be played.)

	Song Title	Artist
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Your Top Five Party Songs (Please place a star by any song that absolutely has to be played.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Five More of your favorite Songs (Try to think of some songs your guests would enjoy also.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

What song would you like played as the last song of the dance?

\_\_\_\_\_

Song title	Artist
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Please list any songs that you do not want played at your dance.

	Song Title	Artist
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

