

Future Sounds

Disc Jockey Service

Reception Guide

Disc Jockey: Chris Koval

Bridal Couple: _____

Reception date: _____

Itinerary

(List approximate times as a reference point. At the reception, adjustments are accommodated. If event doesn't apply, put N/A)

- _____ - Ceremony Time Ceremony Location: _____
_____ minutes away from _____
- _____ - **Future Sounds Begins Music and/or M.C. Service** (*See contract or call office to extend service*)
- _____ - Arrival of First Guests into Hall
- _____ - Cocktail Time Area: (Same Room ___ / Different Room ___ / Foyer ___ / Outside ___)
(Tea & Punch ___ / Open Beer & Wine ___ / Open bar ___ / Cash Bar ___) Hors d'oeuvres (Table ___ / Passed ___ / None ___)
- _____ - Other Entertainment (Mariachis ___ / Pianist ___ / Guitarist ___ / Other: _____)
- _____ - Arrival of Bride and Groom (will be announced if within the contracted Future Sounds timeframe)
- Introduction: _____ Bride & Groom only – announced as: _____
(Check One) _____ Grand Introduction (*Bridal Party Names Needed – bridesmaid escorted by groomsmen*)
Introduction Song: _____
- _____ - Prayer/Welcome Given By: _____
- _____ - Dinner: Served (# of servings ___ / Single ___ Double ___ or Multi-station ___ Buffet / Heavy Hors d'oeuvres ___)
- _____ - Cake cutting (10 min) (Cut by caterer ___ / family ___) (Guests pick up ___ / Served to tables ___) Song: _____
- _____ - Toast (10 min) Given By: _____
(Champagne for all guests ___ / Bar for all guests ___ / other: _____)
(Allow for 'open mic' toasts ___ / Allow only those noted and parents to toast ___ / Allow only those noted to toast ___)
- _____ - First Dance for Bride & Groom
Song: _____ Artist: _____
- _____ - Bride & Father Dance
Song: _____ Artist: _____
- _____ - Groom & Mother Dance
Song: _____ Artist: _____
- _____ - Anniversary Dance (Longest Married Couple _____ years)/ Couples Dance
Song: _____ Artist: _____
- _____ - Dollar Dance (10-20 min)
- _____ - Bouquet Toss & Garter Toss (15 min) Bouquet Toss Song: _____
Garter Toss Song: _____
- _____ - Departure of Bride & Groom
Last Song: _____ Artist: _____
Exit Song: _____ Artist: _____
- Exit: (Bubbles ___ / Bells ___ / Flower Petals ___ / Sparklers ___ / Other: _____) (On Tables ___ / Passed Out ___ / By Door ___)

Cocktail / Dinner Music – Please check preference(s)

___ Big Band – i.e.: Glen Miller, Benny Goodman
___ Jazz – i.e.: Miles Davis, John Coltrane
___ Smooth Jazz – i.e.: Yellow Jackets, John Tesh
___ Christian – i.e.: S.C.Chapman, Jars of Clay, Twila Paris
___ Easy Listening – i.e.: Frank Sinatra, Nat King Cole
___ Other: _____

___ Romance – i.e.: Michael Buble, Harry Connick, Jr.
___ Romance – i.e.: Whitney Houston, Lionel Richie
___ Country Romance – i.e.: George Strait, Keith Urban
___ Latin Romance – i.e.: Andrea Bocelli , Luis Miguel
___ Latin Guitar – i.e.: Ottmar Liebert, Antonio De Lucena
___ Other: _____

Types of Music to be Played During Reception

_____ (%) _____ (%) _____ (%) _____ (%)

Visit www.future-sounds.com if you would like to create a list of specific songs to be played. 10-40 songs is appropriate.
An average of 17 songs can be played each hour.

Preferred Artists

Preferred Songs

Types of Music, Artists, or Specific Songs NOT to be played:

Future Sounds will not play Rap, Heavy Metal, or "Bubble Gum" artists unless specifically requested by client.

Special Instructions for Guests / Announcements / Reminders / Special Dedications

Take requests from guests: Yes ___ No ___
DJ is to present himself: Outgoing ___ 2 ___ 3 ___ 4 ___ Reserved ___
Attire to be worn by DJ: Tuxedo ___/Suit & Tie ___/Other ___

**PLEASE RETURN THIS FORMAT GUIDE ASAP.
LAST MINUTE REQUESTS CANNOT BE GUARANTEED.**

Future Sounds uses this Format Guide as a tool to organize and prepare for the reception events, itinerary, and music request. Communication with all your vendors is a key component for a successful event. There are particular details that are important to all involved in order to complete a task. Please share this guide with your vendors.

Coordinator: _____ Email: _____
Photographer: _____ Email: _____
Videographer: _____ Email: _____
Caterer: _____ Email: _____

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