

# Future Sounds

Disc Jockey Service

## Reception Guide

Disc Jockey: Chris Koval

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: \_\_\_\_\_)

\_\_\_\_\_ - Your Expected Arrival (will be announced if within the contracted Future Sounds time-frame)

Check One \_\_\_\_\_ Simple Introduction (*Couple Only Announced as:*) \_\_\_\_\_  
Introduction Song: \_\_\_\_\_

\_\_\_\_\_ Grand Introduction (*Wedding Party Names Needed – Please supply list*)  
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 \_\_\_)

\_\_\_\_\_ - Grand March - (Under the Double Eagle)

\_\_\_\_\_ - First Dance  
Song: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_\_\_ - Second Dance  
Song: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_\_\_ - Third 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 (**Future Sounds DJ Service End Time According to Contract. Songs below occur before stop time.**)  
Last Song: \_\_\_\_\_ Artist: \_\_\_\_\_  
Exit Song: \_\_\_\_\_ Artist: \_\_\_\_\_

**Leaving by:** \_\_\_ No Exit Planned / \_\_\_ Carriage / \_\_\_ Car / \_\_\_ Limo / \_\_\_ Boat / Other: \_\_\_\_\_

**Send guest to:** (\_\_\_ Doors / \_\_\_ Foyer / \_\_\_ Entrance / Other \_\_\_\_\_)

**Used during 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](http://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: \_\_\_\_\_

**events@future-sounds.com**

**210-945-9601**

**www.future-sounds.com**

 [futuresoundsdj](https://www.instagram.com/futuresoundsdj)

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 [future-sounds-dj-service](https://www.linkedin.com/company/future-sounds-dj-service)

 [FutureSoundsDJSA](https://www.soundcloud.com/FutureSoundsDJSA)