

# 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 and share list via email!*)  
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 is possible married # \_\_\_ years) / **Couples Dance**  
Song: \_\_\_\_\_ Artist: \_\_\_\_\_
- \_\_\_\_\_ - Dollar Dance (10-20 min)
- \_\_\_\_\_ - Bouquet Toss & Garter Toss (15 min) Bouquet Toss Song: \_\_\_\_\_  
Garter Toss Song: \_\_\_\_\_
- \_\_\_\_\_ - Last Dance Song: \_\_\_\_\_ Artist: \_\_\_\_\_
- \_\_\_\_\_ - Private Dance: \_\_\_\_\_ 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)
- \_\_\_\_\_ - Departure (**Future Sounds DJ Service End Time According to Contract.**)

**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 Dance (Share Spotify Playlist of Specifics)**

\_\_\_\_\_ ( %) \_\_\_\_\_ ( %) \_\_\_\_\_ ( %) \_\_\_\_\_ ( %)

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](mailto:events@future-sounds.com)

210-945-9601

[www.future-sounds.com](http://www.future-sounds.com)

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

 [@FutureSoundsDJ](https://twitter.com/FutureSoundsDJ)

 [FutureSoundsDJService](https://www.facebook.com/FutureSoundsDJService)

 [FutureSoundsDJ](https://www.pinterest.com/FutureSoundsDJ)

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

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