

DIGITRAX - Wedding Reception Entertainment Planner

Digitrax wants your wedding reception to be absolutely perfect. To help us assure that your wedding reception is all that you want it to be, kindly fill in and return this wedding planner so that we receive it two weeks prior to your wedding reception date.

You can submit this wedding planner in 3 different ways:

- By e-mail to: mikemorrismusic@aol
- By fax to: (330) 273-2099
- By Mail to: Digitrax, 159 Sunflower Dr. Brunswick, Oh 44212

Every wedding is unique and special. You can customize your plans and events. This form is a general road map to help you in your planning. We'll make certain you have the exact music that you want on your most important day. Should you need any assistance, please call us at (216) 870-2101. Email: mikemorrismusic@aol.com. As experienced professional wedding entertainment specialists, we're happy to offer suggestions or help you with your selections in any way we can.

Your name _____ Wedding reception date: _____

Your telephone number and e-mail: _____

Wedding reception location: _____

Time the guests arrive: _____ Time dinner begins: _____

** Background music will be played during cocktail hour and dinner unless otherwise stated.*

*** Please note:** Basic package: DJ arrives for set up 60-90 minutes before start time. Premium and power packages: DJ arrives 1-2 hours before the guests for early arrival and set up. Please verify with your reception hall that the DJ will need to have access to the set up area during this time. DJ prefers a stage or risers if available. Electrical outlets must be near the stage area.

Contact person / phone at the wedding reception location: _____

Cell phone of bride/groom or person in charge that can be easily reached on the day of the event _____

Will the DJ be seated for dinner? Yes or No Time music is to start _____

* Introductions

Will the bride and groom like to be formally introduced into the reception? Yes or No

If so, what time would you like the introductions to begin? _____

Will the wedding party be formally introduced "at this time" or "later during the wedding party dance"? (please circle)

We can provide traditional wedding background music during your introduction. If you would like a specific song please state the title and artist here _____

Please fill in the names of the wedding party members exactly as you would like them announced at your wedding reception:

Bride and Groom: _____

Maid/Matron of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

Flower Girl: _____ Ring Bearer: _____

Parents of the Bride: _____ Parents of the Groom: _____

Blessing before meal will be given by (name): _____

Wedding Toast given by Best Man (name): _____

Wedding toast given by Maid of Honor (name): _____

Cutting of the wedding cake.

- At what point during the evening would you like to cut the cake? _____
Approximate time? _____

Traditional Special Dances

1.) Song for bride & grooms first dance: _____

2.) *Song for wedding party dance (optional)?* _____

*If the wedding party is not being introduced in the beginning of the reception, would you like them introduced at this time? Yes or no * If the wedding party is being introduced in the beginning we will invite the entire wedding party to the dance floor.*

3.) Father/Daughter dance (optional) Yes or No

* Song _____

4.) Mother/Son dance (optional) Yes or No

* Song _____

Garter and bouquet toss? Yes or No Time: _____

Dollar dance? Yes or No Time: _____

If you are having a dollar dance and you would like a specific song, please state the song title and artist here _____

Would you like the Electric Slide? Yes or No Other: _____

