

Palko Entertainment – WEDDING QUESTIONNAIRE

PERSONAL INFORMATION

Bride's name and phone number : _____

Groom's name and phone number : _____

Email address contact : _____

Mailing address of Bride and Groom after marriage:

Date of Wedding Reception : _____

Time of Wedding Reception : Start time: _____ End time: _____

Reception venue name and phone number : _____

Number of guests at reception? (Approximately) Circle One:

50 / 100 / 150 / 200 / 250 / 300 / 350 / 400 (Buffet or Sit Down Dinner)

Are there any birthdays, anniversaries, or special announcements that you would like to make?

Contact person the day of the wedding. i.e. wedding planner or friend in charge if any.

Name and Phone: _____

Will you be in need of Ceremony music? _____ Yes _____ No

Feel free to contact us at any time using our contact information below:

Palko Entertainment, Rich Palko, PO Box 480, Rio Grande, NJ 08242. 609-780-4277
Runout@comcast.net

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FORMAL CEREMONY INFORMATION

Please fill in the following names for the bridal party: Phonetic spellings may be very helpful to ensure names are pronounced correctly during introductions. *Example: Parents with the last name of Ramis could be listed as “Mr. & Mrs. John Ramis (ray-miss).”*

Please verify bridesmaids and groomsmen are properly “matched” and in the order you would like them announced on this form to assist with introductions.

Bride’s Parents

Groom’s Parents

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Flower Girl

Ring Bearer

Maid / Matron of Honor

Best Man

Bride

Groom

Bride and Groom to be introduced as?

Upon your arrival at the reception... (Please check one or write an **X** in the space)

- Announce the entire wedding party.
- Announce the bride and groom only.
- Announce entire wedding party and parents.
- No announcement will be necessary.

Wedding Reception Order of Events and Entertainment Information:

The order below is only a suggestion. You may choose whatever order you want. This order of events has been used at many wedding receptions and has proven to be excellent! Sometimes circumstances dictate a needed change in the order. Please read the order and variations below and feel free to make up your own order. It's your wedding and if you decide to change anything we will be delighted to accommodate you and your wants and needs.

The key word here is approximate. I realize it is nearly impossible to provide exact times. I am merely looking for a general idea of how the day is planned. If you need some help with the order of events, feel free to ask. I would be glad to give you some ideas on practices that seem to work the best.

5:00 – 5:20 (20 min)

Cocktail Hour: Your guest may begin to arrive as soon as Your Wedding Ceremony has completed and will be patiently waiting for your arrival which may be delayed due to photographs and/or limousine ride. Your DJ is aware of this and will make any necessary announcements, leading up to the time of your arrival. Cocktail and dinner music of your choice will be playing in the background as your guest arrive to promote a formal atmosphere. Please list the type(s) of music or songs you would like played as your guest arrive (popular choices include easy listening, jazz and instrumental):

5:20 – 5:30 (10 Min)

Bridal Party Arrives: As your Bridal Party arrives at the venue see if anyone needs to use the restroom because for the next 30 minutes or so they will be involved with the introductions and dances. After restroom breaks make sure everyone is in line in the order they will be announced. I will have an assistant there to help you.

5:30 – 5:40 (10 Min)

Bridal Party Introduction: Your introduction includes the announcement of your parents, bridesmaids, groomsmen, flower girl, ring bearer, best man, maid/matron of honor and of course yourselves. Please list below what type of music or songs you want played during the introduction (please note it may take 10 minutes for the introduction so it will take several songs to fill the time. Also, the Bride and Groom may want to be introduced to their own song so please note that on the lines below):

5:40 – 5:45 (5 Min)

Your First Dance: The 1st Dance and 2nd Dance can be done after the Meal. We suggest that it is done after the Grand Entrance because at that time you have everybody's undivided attention, your Bridal Party are still looking great, and it frees people to dance sooner after the Meal because the Bride and Groom have already danced. What song would you like for your first dance:

5:45 – 5:50 (5 Min)

The Second Dance: Immediately following the first dance we will have the second dance. The Bride and Groom will remain on the dance floor and the DJ will invite the Wedding Party to dance the second dance with the Bride and Groom. What song would you like for the Second Dance:

5:50 – 6:00 (10 Min)

Father Daughter / Mother Son Dances: We will clear the dance floor and use this time for the Father Daughter and Mother Son dances. Or other dances that you would like to add to the reception. Some DJ's like to do these dances towards the end of the

reception. We strongly recommend you do them now for the following reasons. (1) It gets them out of the way and leaves more time for open dancing later. (2) Everyone is still looking great and will make for great pictures. Please list below the names of the persons (including relationships) that will be participating:

6:00 – 6:20 (20 Min)

Congratulatory, Cocktail, Social Period: During this time you will meet greet and socialize with your guests. We recommend the same type of music as the Cocktail hour from above. But if you would like different music list it here:

6:20 – 6:25 (5 Min)

Blessing and or Toast: If you are going to have someone say a prayer or blessing now would be the best time for that (before the meal). After the blessing the DJ will call the person doing the toast (normally the Best Man) up to the microphone to give their best wishes to the Newlyweds. Please provide a list of names below of anyone participating in these events:

Blessing or Prayer: _____

Toast: _____

6:25 – 7:25 (60 Min)

Meal Period: Now it's time to sit back take a deep breath and enjoy your first meal as Husband and Wife. Again I would recommend the same type of music as the cocktail hour only at a lower volume just to provided background music so people can eat and socialize. If you would like something different played for your meal list it below:

7:25 – 8:10 (45 Min)

Open Dancing, Party Time: Now that everyone has enjoyed their meal it's party time. The DJ will invited everyone to the dance floor and play music from your playlist. Keep in mind when creating a playlist the likes of your Wedding Party and Guest. Write a list of songs below that you would like played. List the songs that are a must. The DJ will make appropriate selections for the rest. If you need more room write on the back:

8:10 – 8:25 (15 Min)

The Money Dance: (**NOTE: We recommend NOT doing this event for the following reasons: 1 - Your guest are already bringing you a wedding gift. And its usually cash. 2 - It can be very awkward if there is a lack of participation.**)

This is where you will give your guest the opportunity to dance with the Bride and Groom in exchange for cash. Usually someone form the wedding party will hold a bucket and your guest will put money in the bucket and stand in line to dance with you. This is optional, not all couples do this. Please list about 5 slow songs below for your money dance:

8:25 – 8:40 (15 Min)

Bouquet / Garter Toss: We recommend the throwing of the Bouquet and Garter be limited to anyone 16 years of age and older. This ensures each of the traditional events involved in this fun can be carried out. An alternative to the Bouquet and Garter Tosses is to present the bouquet and garter to the couple that has shared the most years together. This works especially well at receptions where a large majority of the guests are already married. Please list your music below for these events:

8:40 – 9:00 (20 Min)

Open Dancing: More open dancing from your playlist.

9:00 – 9:10 (10 Min)

Cake Cutting Ceremony: The Wedding Couple with use this time to cut their Wedding Cake. Is there a specific song you would like played during or right after the cutting of the cake? *Example: Love and Marriage – Frank Sinatra.* Some couples prefer to have no music played while this event is taking place.:

9:10 – 9:30 (20 Min)

Open Dancing: More open dancing from your playlist.

9:30

Last Dance: Please choose a song for the last dance of the night:

Other Events: Is there any other events or activities that you would like to take place at your reception? If so list them below:

Other Information:

Wedding Colors: What are the colors and/or theme of your wedding? (Bridesmaid dresses, types of flowers, etc.) We need this info to coordinate our dress and equipment:

Other Entertainment: Will there be any other entertainment at your reception that I will need to coordinate with? (Band, Soloist, Special Guests, etc.) If so, please give some detail and contact info:

Novelty Songs: Check or write an "X" on any novelty songs that you would like to hear at your reception. If its not checked it will not be played:

- | | |
|---|---|
| <input type="checkbox"/> Chicken Dance | <input type="checkbox"/> Bunny Hop |
| <input type="checkbox"/> Hokey-Pokey | <input type="checkbox"/> YMCA |
| <input type="checkbox"/> Cupid Shuffle | <input type="checkbox"/> Cha-Cha Slide |
| <input type="checkbox"/> Electric Slide | <input type="checkbox"/> Macarena |
| <input type="checkbox"/> Mambo #5 | <input type="checkbox"/> Cotton Eye Joe |

DO NOT PLAY LIST: Are there any types of music or songs you do NOT want played:

Please advise the DJ ahead of time if there are any special considerations for your dances or other events. An example of this would be introductions – perhaps the bride will be dancing with her step-father and he is to be introduced as the step-father of the bride. I will also encourage everyone to make requests. Please keep in mind that while some songs are great to listen to, they may not make the best choices for dancing and entertaining. You know your guests better than I do – be sure to include in your playlist favorites of your family and friends. Don't forget your favorites, too! The more information you can provide, the better job I can do in playing music that everyone will enjoy. But most important just remember that it's your day and I will do things your way. I'm always available if you have any questions or concerns and look forward to performing at your wedding.

To help us serve you better it is important that I know what types of music that you enjoy. It's your day and the better I know what you like the easier it will be for me to make your day the most memorable. Rank these styles of music 1 through 13 (1 being your favorite).

- _____ Top 40 (Includes Modern Hip-Hop, Pop, Rock)
- _____ Oldies/Rock N Roll (50's Artists, Elvis, Buddy Holly, etc...)
- _____ Country (Classic and/or Modern)
- _____ Big Band/Swing (Glenn Miller, Benny Goodman etc...)
- _____ Disco (Typical 1970's Disco Dance Music)
- _____ 70's/ 80's Classic Rock (Aerosmith, Def Leppard etc...)
- _____ Jazz (Kenny G, Ella Fitzgerald, Norah Jones, Billie Holiday etc...)
- _____ 80's Retro/Pop (Madonna, Cyndi Lauper, Duran Duran etc...)
- _____ Standards/Ballads (Dean Martin, Frank Sinatra, Nat King Cole etc...)
- _____ Hard Rock (Godsmack, Fuel, Tool, Korn)
- _____ Modern Rock / Alternative (Green Day, Fall Out Boy, Weezer etc...)
- _____ Hip Hop / R&B
- _____ Techno

If there are any details that were not covered in this questionnaire please address them on the lines below. Please feel free to attach additional pages to include this information if necessary. Thank You.
