



The following is a list of questions I will ask during our phone consultation one week prior to your wedding. Please review these questions and be prepared to answer these very important items. My goal is to make the evening as smooth and worry free as possible. Remember this is a list of general questions. There are no two weddings alike. Feel free to note any additional questions you may want to ask.

General Information

Bride's Name: _____
Groom's Name: _____
Wedding Date: _____
Ceremony Time: _____
Ceremony Location: _____
Personal Attendant? Yes No Name: _____
Number of Guests: Dinner: _____ Dance: _____
Bridal Party or Wedding Color Scheme: _____
Wedding Ceremony Package Added? Yes No
Uplighting Package Added? Yes No
If yes, Color Choice: _____
Secondary Audio Package Added? Yes No
If yes, Purpose (i.e. Cocktails, Dinner, Speeches): _____
If yes, Location: _____

Please check any additional amenities that you are making available to your guests:

Popcorn Station Time: _____ Late Night Appetizers Time: _____
Candy Station Time: _____ Other _____ Time: _____

Hall Information

Reception Location Name: _____
Reception Hall Address: _____
Reception Hall Contact Name: _____
Reception Hall Contact Phone: _____
Reception Hall Contact Email: _____
Reception Room Name: _____
Reception Room Floor or Level: _____
* Location of Head Table: _____
* Location of DJ Setup (if known): _____

*** If a floor plan of your banquet hall is available, please provide a copy to BB's Best prior to your event.**

Other Contact Information

Photographer? Yes No

Company Name: _____

Photographer's Name: _____

End Time: _____

Videographer? Yes No

Company Name: _____

Videographer's Name: _____

End Time: _____

Special Musician? Yes No

Company Name: _____

Primary Contact's Name: _____

Purpose: _____

Start Time: _____

End Time: _____

External Caterer? Yes No

Company Name: _____

Contact Name: _____

Wedding Planner? Yes No

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Photo Booth? Yes No

Company Name: _____

Contact Name: _____

Setup Location: _____

Start Time: _____

End Time: _____

Notes or Comments:

Reception Highlights

Guest Arrival Time: _____

Cocktail Hour? Yes No

If yes, Location: _____

* Cocktail Music? BBs Best Special Musician None

Introduction of Bridal Party? Yes No

If Yes, Traditional Introduction without Music Lively Introduction with Music

If Lively Introduction, Song Choice for Wedding Party:

Bride/Groom Only DJ Choice or Song/Artist _____

If Lively Introduction, Song Choice for Bride & Groom:

Combined with Wedding Party DJ Choice or Song/Artist _____

Introduction of Dessert? Cake Cupcakes Pie None

If yes, Location of Dessert: _____

Are you having a Dinner? Yes No

If yes, Location: _____

Time of Dinner: _____

* Dinner Music? BBs Best Special Musician None

How is Dinner Served? Sit Down Family Style Buffet

Food Stations Hors d'oeuvres Only

Per contract, the DJ is to be included for dinner. Please complete the following.

If dinner is "sit down", please specify entrée: _____

If seating is assigned, please specify table #: _____

Introduction of Toast/Speeches? Yes No

Best Man: _____

Maid/Matron of Honor: _____

Other/Relation: _____

Other/Relation: _____

Other/Relation: _____

Introduction of Prayer/Blessing? Yes No

Name/Relation: _____

May Guests Initiate Bride & Groom Kiss? Yes No

Examples: Clinking Glasses, Sing Love Songs, Duplicate Kiss, etc... *Style:* _____

Video or Slide Show Presentation? Yes No

If yes, Time/Contact: _____

The Shoe Game? Yes No Undecided

Request Cards Acceptable on Tables? Yes No

* If are using BB's Best to play cocktail and/or dinner music, they need to be in the same location as the dance portion of the event. If they are in a different location, the Secondary Audio Package may need to be purchased. Contact BB's Best for more details.

Dance Reception

Dance Reception Start Time: _____

Dance Reception End Time: _____

Bride and Groom Dance? Yes No

Name of Song/Artist: _____

Bridal Party Dance? Yes No

Include Parents? Yes No

Include Ushers? Yes No

Include Personal Attendant? Yes No

Name of Song/Artist: _____

Slow Song for all guests? Yes No

Name of Song/Artist: _____

Father and Bride Dance? Yes No *Father's Name:* _____

Name of Song/Artist: _____

Mother and Groom Dance? Yes No *Mother's Name:* _____

Together with Father and Bride Dance? Yes No

If no, Name of Song/Artist: _____

Bouquet Toss? Yes No

Garter Toss? Yes No

If yes, Sit on? Chair Best Man's Knee

Hokey Pokey? Yes No Request Only

Chicken Dance? Yes No Request Only

Electric Slide? Yes No Request Only

Cha Cha Slide? Yes No Request Only

Cupid Shuffle? Yes No Request Only

Wobble? Yes No Request Only

Dollar Dance? Yes No

If yes, Assisted by Maid of Honor (or other:) Name: _____

If yes, Assisted by Best Man (or other:) Name: _____

Anniversary Dance? Yes No

Special Dances/Songs?

Examples: Birthdays, Anniversaries, Friends, etc....

Song/Artist:

Guest Name/Relationship:

Reason:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Must Hear Songs

(Please List all Songs that you Require to be Played)

<u>Priority:</u>	<u>Song/Artist:</u>	<u>Reason (if applicable):</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

Like To Hear Songs

(Please List all Songs that you Like to be Played)

<u>Priority:</u>	<u>Song/Artist:</u>	<u>Reason (if applicable):</u>
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____

Songs That You Do Not Want Played

(Please List any Songs that you Do Not Want to be Played)

<u>Song/Artist:</u>	<u>Song/Artist:</u>
_____	_____
_____	_____
_____	_____
_____	_____

