

Wedding Questionnaire

(Fill in whatever you think is important for me to know. Non-essential lines can be left blank.)

Wedding Date: _____
 approximate # of guests _____ Attire for musician and/or DJ _____

Bride's Information:

Name: _____
 Phone: _____
 Address: _____
 City/State/Zip: _____
 email address: _____

Groom's Information:

Name: _____
 Phone: _____
 Address: _____
 City/State/Zip: _____
 email address: _____

The Wedding Details

(fill in only what applies)	Location	Time
Ceremony		
Cocktail		
Dinner		
Reception		
Other (please specify)		

If needed, please attach a map with specific directions as to the location of the ceremony and/or Wedding Reception. You will also need to advise your caterer, hotel/hall, of your plans for a Band or DJ so they can set up accordingly.

Facility coordinator and phone: _____

Do you have a Wedding Coordinator or is there another person that will be giving instructions on the day of the wedding? Please specify the name, phone number and any other information that we may need.

Would you like live music or DJ services for the ceremony, cocktail hour, dinner and/or reception?

	Live Music	DJ	Both	Neither
Ceremony				
Cocktail				
Dinner				
Reception				
Other (specify below)				

Introduction

Will I (Jeff Key) be the announcer for the reception? Yes ___ No ___ (if no, who?) _____

Do you want an introduction for the wedding party? Yes ___ No ___ Bride & Groom only Yes ___ No ___

Note: It is not required that everyone in the wedding party be formally introduced. This form offers a traditional order in which to announce the wedding party, but feel free to change as you see fit. The blank box on the left can be used to indicate a different order than what is listed on this chart. For the members of the Bridal Party that will be introduced, please complete the following information. Please be specific as to how the name should be announced and in the order to be announced. Before the wedding day, we'll need to go over pronunciations. Also, please indicate a background song for each introduction. One song can be combined for certain groups or the entire wedding party.

#		Woman	Man	Song & Artist
	Grandparents (can be introduced from their table)	Parents of: Mother of the Bride		
		Parents of: Father of the Bride		
		Parents of: Mother of the Groom		
		Parents of: Father of the Bride		
	Parents of the Bride	For extended families: mother of bride with escort		
		For extended families: father of bride with escort		
	Parents of the Groom	For extended families: mother of groom with escort		
		For extended families: father of groom with escort		
	Flower Girl & Ring Bearer	Please indicate if there is an adult escort	Age:	Age:
	Jr. Bridesmaid & Jr. Groomsman			
	Bridesmaids and Groomsman	(If there is an extra maid or groomsman, three people could be announced together)		
	Maid or Matron of Honor and Best Man	Please indicate either Maid or Matron by circling one		
	The Bride and Groom	Please fill in exactly how you would like to be announced (i.e., Mr & Mrs. John & Jill Smith)		

When introduced, will the Wedding Party: Go directly to their seats? ___ Gather around the dance floor? ___ Mix with guests? ___
Other (please explain) _____

After introduction, would you like: First Dance? _____ Toasts / Blessing? _____
Other (please explain) _____

Toast / Blessing

Toasts, welcomes, announcements and blessings can be organized before or throughout your dinner. I suggest limiting before dinner toasts to a minimum in order to prevent interference in your food service. Sometimes, unannounced toasts or an open microphone atmosphere will occur which is your choice to allow or not. If you decide to permit unscheduled speeches, I advise them to occur after food service has begun. A wireless microphone will be available for your use upon request.

Will the toast come immediately prior to dinner? Yes _____ No _____

If no, specify when: _____

Please list those scheduled for toasts or announcements and in what order.

Name	Wedding Party Title (i.e., Best Man, Maid of Honor, etc.)	Relationship to Bride or Groom

Will there be a blessing? Yes _____ No _____

If yes, who will offer it and is there any relation to the Bride/Groom? _____

First Dance

You may choose to 1) dance the first dance by yourself as husband and wife, 2) gradually introduce others through the song, or 3) choose to have everyone dance with you from the beginning of the song. If you gradually introduce others, you may decide, for example, to invite the parents of the bride (the bride dances with her father while the groom dances with his new mother-in-law), the parents of the groom (the bride dances with her new father-in-law while the groom dances with his mother) and then the wedding party or all other guests. Please advise me of circumstances, such as divorced, deceased or handicapped parents.

Do you want the First Dance immediately after introduction? _____ after dinner? _____

If no, specify when: _____

Would you like to dance to the entire song? _____ or an abbreviated version? _____

Will the Bride and Groom be dancing the first dance by themselves? _____

If no, who would you like to join you and in what order? _____

First Dance Song: Title _____ Artist _____

Second Dance (Bride & Father)

Is the Bride's father attending the wedding and able to dance? _____
Does the bride have a stand in dance partner for the 2nd dance? _____
Do you want the Second Dance immediately after the First _____ after dinner? _____
Dance? _____

If no, specify when: _____

Would you like to dance to the entire song? _____ or an abbreviated version? _____

Will the Bride and Father be dancing the second dance by themselves? _____

If no, who would you like to join you and in what order? _____

2nd Dance Song: Title _____ Artist _____

Third Dance (Groom & Mother)

Is the Groom's mother attending the wedding? _____
Does the groom have a stand in dance partner for the 3rd dance? _____
Do you want the 3rd Dance immediately after the 2nd Dance? _____ after dinner? _____

If no, specify when: _____

Would you like to dance to the entire song? _____ or an abbreviated version? _____

Will the Bride and Father be dancing the second dance by themselves? _____

If no, who would you like to join you and in what order? _____

3rd Dance Song: Title _____ Artist _____

Are there any other special dances? Please specify. _____

Additional Music

Below, please indicate the approximate timetable for the music. Keep in mind - with notice, I can provide 1) a CD player 2) an input for an iPod or other MP3 player or 3) my hard drive for selections in your possession for special pre-recorded music during any part of the reception.

Do you need ceremony music ? _____ If yes, what time: _____

If so, I can provide classical guitar, soft vocal music or tropical music. Please call me to make your selections of music.

Is there a cocktail hour? Yes _____ No _____

If yes, what time: _____

Is the location the same as the dance reception? _____

Do you want soft live music for the cocktail hour? Yes _____ No _____

Or do you want soft recorded music for the cocktail hour? Yes _____ No _____

Please call me or email if you need help making your selections of music. We will need around 15-20 songs per hour. Please send a dinner song list, a dance song list and a "do not play list".

Meal

Will you be having a served meal, a buffet or other?

(It is not required to provide a vendor meal for music services. However, if you choose to do so, I eat fish, chicken or vegetarian. Thank you.)

Is there a dinner hour?

If yes, what time: _____

Is the location the same as the dance reception? _____

Do you want soft live music for the dinner hour? Yes _____ No _____

Or do you want soft recorded music for the dinner hour? Yes _____ No _____

If using live music for the dance reception:

Do you want recorded music for the band breaks ? Yes _____ No _____

If yes, please provide a dinner song list.

Please contact me at least 30 days in advance of the wedding for all special song choices.

Cake / Bouquet / Garter

Will there be a cake cutting after dinner ? _____ If so, approximately what time ? _____

Will you have a bouquet toss ? _____

Will you have a garter removal and toss ? _____

If so, at what point during the reception would you like them to occur ? _____

Are there any other special ceremonies or announcements :

Additional toasts Anniversaries Religious Observances

Birthdays Other Entertainment

Other (specify)

Please elaborate on checked items (give names)

The band must have eight weeks notice to learn special songs for your wedding. Please send a mp3 or CD or to:

Jeff Key
13268 Whitehaven Ln. #106
Ft. Myers, FL 33966

jeff@jeffkey.com

I will contact you one week prior to the wedding date to go over details and any last minute questions or concerns. If you have questions between the time you book the band/DJ and your wedding date, please don't hesitate to call. If you have any additional details, please write them on the back page. Return this questionnaire to the band at least one month prior to the wedding or fax to 630-604-2616.

Best regards,

Jeff Key

Notes
