

E L L I S ▶
ENTERTAINMENT

WEDDING QUESTIONNAIRE - PART 1

Do you have a wedding planner? yes / no

If yes, please provide name, contact number and email:

Is there an additional on-site event coordinator? yes / no

If yes, please provide name, contact number and email:

Will an itinerary be provided to all of your vendors? yes / no

How early can the DJ enter the venue for setup? _____

How many guests are expected to attend? _____

Is the reception being held at same location as the ceremony? yes / no

Will the DJ be providing music for the ceremony? yes / no

How long do you anticipate the ceremony to be? _____

Will the ceremony officiant need a microphone? yes / no

How much time is needed for photography after the ceremony? _____

Will there be a hosted bar during cocktail hour? yes / no

If yes, then how long will it be hosted?

Will the entire wedding party be announced? yes / no

If yes, then on a separate list, please provide the names in the order of entrance.

How would you like to be introduced for your grand entrance?

Will dinner and dancing be in the same room of the venue? yes / no

At what time will dinner be? _____

Will it be hand-served or buffet style? _____

If buffet, who will be releasing the tables? staff / DJ

Will there be a dinner blessing or grace? yes / no

If yes, who will be saying it? _____

Will there be a toast? yes / no

Who will begin the toast? Best Man / Maid or Matron of Honor

Will anyone else be toasting? yes / no

Is the wireless microphone needed for the toast? yes / no

Will champagne be poured for the toast? yes / no (drink-in-hand)

Will you be cutting your cake? yes / no

If yes, how will the cake be served? by the staff / self-serve

Which of the following special dances will you have?

- ☐ Father/Daughter Dance ☐ Mother/Son Dance
☐ Wedding Party Dance ☐ Longest-Married Dance
☐ Money Dance ☐ Congratulatory Dance (no money)
☐ Last Dance/Farewell ☐ Other _____

Will there be a slideshow presentation? yes / no

Will the audio need to run through the DJ sound system? yes / no

Which of the following special announcements are to be made?

- ☐ Guest Book signing ☐ Wedding Favors ☐ Birthdays
☐ Anniversaries ☐ Other _____

Will meals be provided for the DJ and his assistant? yes / no

What level of energy or interaction would you like from your DJ?

What attire would you like for your DJ?

- ☐ Formal ☐ Semi-Formal ☐ Casual

May photographs be taken to be included in the Ellis Entertainment website? yes / no

The DJ will be contacting you approximately one week prior to your wedding day to confirm the itinerary and details.