

Off Pitch Productions DJ Services
533 N. Fountain
Wichita, Kansas 67208
www.offpitchproductions.com

Reception Information

Date of Event: _____

Venue: _____

Venue Address: _____

Venue Phone: _____ Venue Contact: _____

Number of Guests: _____

List Special Instructions, Directions:

How would you like your DJ to Dress?

Tux ___ Business Casual ___ Casual ___ Formal ___

What type of DJ personality do you prefer?

Outgoing ___ Moderate ___ Easy Going ___

Your DJ would like to begin setting up at least one hour prior to the start of your event. Please indicate a time when he can start the setup process. Any special instructions, also please have one table placed where you would like your DJ to perform.

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To make sure that your event goes smoothly, we would like to meet at the event location before your scheduled event. Please provide possible dates & times that we might be able to meet you or someone on your behalf there. We will call you to verify of your dates & time.

1. _____
2. _____
3. _____

Whom will we be meeting with? _____ Phone _____

Starting time of reception: _____ Ending Time: _____

Guest arrival time: _____ Time Dinner will be served _____

The Following is a list of items that may take place at your Reception. Please check the items & in what order you desire at your Reception.

Reception line: _____ Song Requested: _____

Toast to Bride: _____ Song Requested: _____

Dollar Dance: _____ Song Requested: _____

Dinner/Buffer: _____ Song Requested: _____

Bouquet Toss: _____ Song Requested: _____

Garter Toss: _____ Song Requested: _____

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Spotlight Songs

Bride & Grooms First Dance: _____ Song Request: _____

Father/Bride: _____ Song Request: _____

Mother/Groom: _____ Song Request: _____

Parents Dance: _____ Song Request: _____

Wedding Party: _____ Song Request: _____

We do supply a song suggestion list to help you choose. This list should be enclosed in your wedding package. Please let us know if you did not get one, and would like one.

Reception Flow:

Would you like your DJ to introduce the Bride & Groom when they arrive? Yes _____ No _____

If yes, How would you like to be introduced? _____

Would you like the parents of the Bride & Groom introduced? Yes _____ No _____

If yes, How would you like them to be introduced? _____

Would you like the wedding party introduced? Yes _____ No _____

Maid of Honor: _____ Best Man: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

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Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Would you like us to introduce any other special person at your event (grandparents, great grandparents, children, etc.)?

Music Variety:

Complete Variety 50's 60's 70's 80's 90's Top 40 R&B

Alternative Big Bands Polka's Contemporary Country Waltzes Rap

Other, Please Specify: _____

Please supply us a list of songs that you would like played. Please refer to our song selection list if you need suggestions.

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

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Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Song Title: _____

Artist: _____

Icebreakers (audience participation dances):

Your DJ has been trained to help your guests become part of your celebration through the use of icebreaker dances. Please select the icebreaker dances you want (if any) performed at your event:

Macarena Chicken Dance Locomotion Snowball Dance Cotton Eyed Joe

Conga line Bunny Hop Shout Macho Man Flying Dutchman/Butterfly

Electric Slide Country Line Dances Twist Slow Ladies Choice Hokey Pokey

Remedial Disco/YMCA Other: _____

Your DJ will only use the Icebreakers necessary to keep your event lively. Any Icebreakers that are not marked may be used. Please list any other comments you may have concerning these dances.

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We would love to add your event to our website. This means names and pictures may be posted on the internet. This is a great way for family and friends to see special memories of your day. Please visit our website @ www.offpitchproductions.com or www.offpitch.com to see examples of some of our previous events, while you are there, visit our guest book to see what our previous clients have to say about their events. We would also love for you to share your thoughts.

May we add a wedding page in your honor? This is a free service to you. Yes No _____

If you have any special pictures that you would like posted please let us know. You may e-mail them to us at kelly@offpitchproductions.com or elysia@offpitchproductions.com If you prefer to send them to us please send them to:

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If you have any questions, please do not hesitate to call us. Thanks again for booking Off Pitch Productions!

Kelly & Elysia Pitcher
(316) 686-0766
(316) 806-2361