

# RSP Entertainment's Wedding Reception Planning Guide

## Potentially Helpful Suggestions for Your Wedding Reception Entertainment...

**The key to a successful event is flexibility! Be specific but keep your guests in mind!** When conveying your musical tastes, try to avoid vague words such as "good" and "fun". What is "good" or "fun" to you, may be "tacky" to others, but again, it is your wedding! Also, if the event planner is not filled completely three weeks prior to your event, return it anyway and leave those areas blank, we'll fill them in one we review the guide with you. Remember that we need this event planner to at least 3 weeks before your reception to make sure we can be as prepared as possible for your event.

**Arrival Time:** RSP Entertainment arrives approximately 45 minutes to 1 hour prior to the contract start time. Please ask your hall/coordinator to call us at 540-312-3353 if your DJ has not arrived 40 minutes prior to contracted start time.

**The Music Program:** RSP Entertainment strongly recommends a mix of all categories in order to appeal to all age groups. If there are specific songs or categories you do not want played, be sure to specifically tell your DJ how to handle those songs if they are requested. If you choose to provide us with a play/do not play list, we are willing to search for song requests if we do not have them in our current collection. The request list should be returned with the Reception Planning guide. **We recommend you keep the list short (about 10 to 20 songs), so your DJ can take requests and cater to the crowd.** If you wish to provide songs on CD, we prefer to have it at least a week or 2 in advance so we can add everything to our Digital DJ System. Please notify your DJ to whom he should return your music to at the end of the event. We cannot be responsible for any items left at the location after the end of an event. Please note that we carry over 80,000 songs and are constantly updating, so we normally have much newer hits than what's provided in our music lists.

**Wedding Party Introduction:** If you would like us to introduce the wedding party, be sure you write down exactly how you want our DJ to announce them (phonetically). After the announcement of the wedding party, it is common for the DJ to announce either: 1) Bride and Groom's first dance, or 2) meal plans, including the blessing and/or toast.

**First Dance:** Traditionally it is only for the Bride and Groom. If the song lasts more than 4 minutes, it is typical to ask the bridal party or your guests to join in halfway through the song. Some choose to have their first dance before the meal, others choose to have it after the meal so there is a smooth transition into the dance program, but the choice is completely up to the Bride and Groom. Feel free to look at our Reception Music list for popular "Spotlight" dance songs.

**Second Dance / Third Dance / Open Dancing:** If you are having your first dance before the meal, it is a good idea to have some type of formal dance (such as the father/daughter & groom/mother dances or wedding party) after the meal so that there is a smooth transition into open dancing. It is also a good idea to open the dance floor to your guests during or after the third dance. A slow song is most commonly effective to open the dance floor. You are more than welcome to do more than 3 dances, but once you start formal dances, you want to open the dance floor to guests as soon as possible.

**Toast:** The Best Man usually proposes a toast to the Bride and Groom, but anyone can do so. Whoever may be giving the toast may use our wireless microphone. Typically the toast is given prior to the meal or along with the cake cutting.

**Cake Cutting:** The cake cutting is usually performed one hour after dinner or towards the end of the reception. It can be grouped together with the toast so that the dancing does not get interrupted too often, but it's definitely not necessary. Music is typically played very lightly in the background so the main focus is on you. **(Just a thought:** Guests, especially older guests, tend to leave after the cake cutting ceremony, so please take this into consideration.)

**Anniversary Dance (if selected):** Usually done immediately after the cake cutting (as the cake is being prepared to be served). The Anniversary Dance starts with all married couples called to the dance floor. The MC then asks everyone who has been married less than 12 hours to sit down (obviously the bride & groom). Then you move on to 1 year, 5 years, 10 years etc.. until only one couple remains on the dance floor (the longest married couple). The bride and groom usually give the couple a special flower, gift or card. Sometimes another song is played and the two couples dance together.

**Bouquet & Garter Toss:** Typically done closer to the end of the evening, but before guests really start to head out. The bride will throw the bouquet to all the single ladies, then the groom removes the garter from the bride and throws it to all the single gentlemen/bachelors. **(Optional:** The lady who caught the bouquet has the garter placed on her leg by the gentleman/bachelor who caught the garter.)

**We hope this helps!**

(It's not necessary to return this front page)



RSP Entertainment, LLC  
Roy Shannon Prusak  
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Troutville, Va. 24175



Contact Info:  
540.312.3353  
Roy@RoanokeDJ.com  
www.RSPentertainment.com

## Wedding & Venue Details

(Please return at least 3 weeks before the Wedding)

Contact Name: \_\_\_\_\_ Ph#: \_\_\_\_\_

Date of Event: \_\_\_\_\_ E-mail: \_\_\_\_\_

Phone number(s) where you can be reached the week of the event: \_\_\_\_\_

Best times to reach you at the phone number(s) above: \_\_\_\_\_

Venue/Location: \_\_\_\_\_ Ph#: \_\_\_\_\_

Caterer: \_\_\_\_\_ Photographer: \_\_\_\_\_

Wedding Coordinator (if one): \_\_\_\_\_ Videographer (if one): \_\_\_\_\_

Is the Wedding Ceremony & Reception at the same Venue?: Yes No If Yes, are they in the same Room/Area?: Yes No

**If YES to either of the above & we are not contracted to provide ceremony services:**

Would the DJ interrupt the ceremony if he/she arrives 45 mins to 1 hr before reception start time to setup?  
In other words, would you be able to see the DJ drive in front of or by the ceremony site?: Yes No

Will the DJ's equipment be outdoors?: Yes No (If YES, DJ & equipment need to be covered @ all times)

How many people are expected to attend?: \_\_\_\_\_

What age group(s) will be present? (Please give a rough, easy rounded percentage: 5, 10, 15, 20% etc.)

\_\_\_\_ % Ages 18 & Under, \_\_\_\_ % Ages between 19 – 45 \_\_\_\_ % Ages 46 & Up

What are your wedding colors?: \_\_\_\_\_ Particular wedding theme?: \_\_\_\_\_

### Your Disc Jockey

Our DJ's typically wear a nice button up company shirt and tie as seen on our website (www.RSPentertainment.com).  
If the event is out doors on a hot day, our DJs may wear our short sleeved Polo shirts w/ Logo instead.

RSP Entertainment requires **TWO** 120-Volt, 20 Amp electrical outlets on separate breakers if the **lightshow is being used**. Only one standard outlet is necessary otherwise. Does your venue have the requested type of power available? Yes No N/A

Is there a stage for the DJ? (Not needed) Yes No If so, what size?: \_\_\_\_\_

**A 6ft. or 8ft. tables with linens is required. Only 1 table is needed unless you have Karaoke, then 2 are preferred.**

How early can RSP Entertainment set up? \_\_\_\_\_  
RSP Entertainment takes as little as 15mins to 1 hour to set up and 10 mins to a little over a half-an-hour to tear down & pack up.

Is the performance area easy to access for set up and tear down? (Ex. NO Stairs, NO Elevators, etc) Yes No

If No, please explain: \_\_\_\_\_

Any other special notes: \_\_\_\_\_

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## Wedding Reception Planning Guide (Please return at least 3 weeks before the Wedding)

**Bride's Name:** \_\_\_\_\_ **Groom's Name:** \_\_\_\_\_

**Cocktail Hour Music:** \_\_\_ Contemporary (Jack Johnson, John Mayer, Dave Matthews, Michael Buble, Etc.)  
(Mark both if both are desired) \_\_\_ Traditional (Frank Sinatra, Harry Connick Jr., Tony Bennett, Etc.)

### Introduction of the Wedding Party

Who would you like to announce the wedding party: **DJ** **Best Man** **Other:**

Please PRINT phonetic spellings {i.e. how the name should be pronounced}

Please write everything exactly how you would like it said (i.e. Ms. So & So escorted by Mr. So & So)

**Introduction Song (If one):** \_\_\_\_\_

Parents of Bride: \_\_\_\_\_

Parents of Groom: \_\_\_\_\_

Bridesmaids & Groomsmen: \_\_\_\_\_  
(Please continue on the back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Please Circle One)

Maid / Matron of Honor & Best Man: \_\_\_\_\_

Flower Girl & Ring Bearer: \_\_\_\_\_

BRIDE & GROOM: The New Mr. & Mrs. \_\_\_\_\_  
(How you would like it Officially Announced)

### **SPECIAL INSTRUCTIONS (If Any)**

\_\_\_\_\_  
\_\_\_\_\_

## Spotlight Dances & Meal

Groom's First & Last Name: \_\_\_\_\_ Bride's First Name: \_\_\_\_\_

### **Please Order the Below Spotlight Events (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, Etc.)**

If you like the order of the events listed below, then you don't have to label anything. If you would like to change the order of the events to better suit your timeline, please feel free to do so by writing 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, etc. in the lines next to each major event title (Special Dances, Meal, Toast, Etc.)

#### **Special Dances**

#### **Title & Artist of Song**

\_\_\_\_\_ First Dance: \_\_\_\_\_  
 Bride & Groom for entire song  Bride & Groom then wedding party midway through  
 Bride & Groom, then open dance floor midway through song  Other (please specify)

\_\_\_\_\_ Bride & Father: \_\_\_\_\_  
 Bride-Father for entire song  Bride-Father, then all other Father/Daughter combos  
 Bride-Father, then Groom-Mother midway through song  are asked to join midway through song  
 Bride-Father, then wedding party midway through song  Other (please specify)

\_\_\_\_\_ Groom & Mother: \_\_\_\_\_  
 Groom-Mother for entire song  Groom-Mother, then all other Mother/Son combos  
 Groom-Mother, then wedding party midway through  are asked to join midway through song

Continue Dancing or go to Next Event? [ **Dancing** **Next event**]

#### **Meal**

Blessing to be given by: \_\_\_\_\_

Meal Type:  Buffet  Seated Meal  Stations  Other

May The DJs Eat?:  Yes  No

Background music: **Yes** **No** . Typically we play soft smooth jazz unless you have another preferred genre.

Do you have a different/preferred genre/style? \_\_\_\_\_

### **Other Traditional Reception Events / Dances**

#### **Event**

#### **Title & Artist of Song (Optional)**

\_\_\_\_\_ **Toast** To be given by: \_\_\_\_\_

**Champaign?** If so, for who:  You Two,  You Two & Toasters,  Wedding Party,  Wedding Party & Family,  Everyone

**Toast to be given where?:**  At Head Table  By The Cake

\_\_\_\_\_ **Cake Cutting:** \_\_\_\_\_

\_\_\_\_\_ **Anniversary Dance** [ **Yes** **No**]: \_\_\_\_\_

[ **Yes** **No**] Time for Dancing between the above events & the below events?

\_\_\_\_\_ **Garter Toss:** \_\_\_\_\_

\_\_\_\_\_ **Bouquet Toss:** \_\_\_\_\_

[ **Yes** **No**] Do you want the person who caught the garter to put it on the leg of the person who caught the bouquet?

Song for this is typically: "Oh Yeah" by Yello. Different Song?: \_\_\_\_\_

### **TIME FOR OPEN REQUEST DANCING**

\_\_\_\_\_ **Last Dance:** \_\_\_\_\_

\_\_\_\_\_ **Grand Exit (If One):**  Bubbles  Sparklers  Flower Petals  Other \_\_\_\_\_

## Reception Dance Music

What Type of music is most preferred? (Please **Check All** that apply)

(All songs are **clean/radio edited** unless you specify otherwise)

- |                                                                                                                                      |                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> <b>Variety of Everything</b><br>Excluding: _____<br>_____<br>_____<br><input type="checkbox"/> OTHER: _____ | <input type="checkbox"/> Top 40/Radio Hits<br><input type="checkbox"/> Club Hits<br><input type="checkbox"/> Hip-Hop<br><input type="checkbox"/> R&B<br><input type="checkbox"/> Rap<br><input type="checkbox"/> Old School Rap/Hip-Hop | <input type="checkbox"/> Alternative<br><input type="checkbox"/> Country<br><input type="checkbox"/> Rock<br><input type="checkbox"/> 80's<br><input type="checkbox"/> 80's Rock<br><input type="checkbox"/> 90's<br><input type="checkbox"/> Standards<br><input type="checkbox"/> Oldies<br><input type="checkbox"/> Disco<br><input type="checkbox"/> Funk<br><input type="checkbox"/> Soul/Motown<br><input type="checkbox"/> Beach/Shag |
|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### TOP 10 Songs To Be Played

(If you need additional space for songs, please write any extras on here or on the back)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### **SONGS NOT TO BE PLAYED** ( *Even if requested by guests* )

## Group Dances

Please check all the group dances you would like to have played during your reception or mark out ones you don't.

<b><u>Song</u></b>	<b><u>Specified Time (optional)</u></b>
<input type="checkbox"/> I would like <i>RSP Entertainment</i> play the <b>Most Requested</b> group songs chosen by my guests.	
<input type="checkbox"/> Gangnam Style	_____
<input type="checkbox"/> Harlem Shake	_____
<input type="checkbox"/> Wobble	_____
<input type="checkbox"/> Cupid Shuffle	_____
<input type="checkbox"/> Cha Cha Slide	_____
<input type="checkbox"/> Cat Daddy	_____
<input type="checkbox"/> Teach Me How To Dougie	_____
<input type="checkbox"/> Apache (Jump On It)	_____
<input type="checkbox"/> YMCA	_____
<input type="checkbox"/> Electric Slide	_____
<input type="checkbox"/> Chicken Dance	_____
<input type="checkbox"/> Hokie Pokie	_____
<input type="checkbox"/> Shout	_____
<input type="checkbox"/> Macarena	_____
<input type="checkbox"/> The Train	_____
<input type="checkbox"/> Boot-Scoot Boogie	_____
<input type="checkbox"/> Other	_____