

ORPHEUS DJ SERVICE PRESENTS...

The Orpheus Organizer  
Your Wedding Reception Planner

Please take some time to fill out the following information so that we may better serve you.

Bride's Name \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Introduced as: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Reception: \_\_\_\_\_

Location of Reception: \_\_\_\_\_

Telephone Number at Reception Location: \_\_\_\_\_

Hall Contact Person: \_\_\_\_\_

Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

ORPHEUS usually sets-up 1-1/2 hours before music. Is this o.k. \_\_\_\_\_

Set-up Before: \_\_\_\_\_

Guest arrival time: \_\_\_\_\_

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

Videographer: \_\_\_\_\_

Host and Hostess: \_\_\_\_\_

Location of ceremony: \_\_\_\_\_

Starting Time of ceremony: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Are wedding pictures going to be taken before or after the ceremony? \_\_\_\_\_

Will there be a receiving line? \_\_\_\_\_

At church or Reception Hall? \_\_\_\_\_

List of wedding party in the order you would like them announced:

(Please include phonetic spelling, if necessary.)

1: \_\_\_\_\_

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_

6: \_\_\_\_\_

7: \_\_\_\_\_

Would you like ORPHEUS to introduce the wedding party when you arrive at the Reception Hall? \_\_\_\_\_

Do you plan on serving appetizers? \_\_\_\_\_

Should your guests begin before you arrive? \_\_\_\_\_

Will dinner be served or buffet style? \_\_\_\_\_ approx time of dinner? \_\_\_\_\_

Will someone be dismissing tables? \_\_\_\_\_ Who? \_\_\_\_\_

Who will lead the prayer? \_\_\_\_\_

Who will be giving the toast? \_\_\_\_\_

Before dinner? \_\_\_\_\_

When will you cut the cake? \_\_\_\_\_

Will the cake be served to your guests? \_\_\_\_\_

Bride and Groom's Song: \_\_\_\_\_

Wedding Party Song: \_\_\_\_\_

Father and Bride's Song: \_\_\_\_\_

Mother and Groom's Song: \_\_\_\_\_

Will you be having a "Dollar Dance"? \_\_\_\_\_

Will you be bringing any special music? \_\_\_\_\_

Will you be having a Bouquet and Garter Toss? \_\_\_\_\_

Would you like the Garter catcher to put the garter on the Bouquet catcher? \_\_\_\_\_

Photo of the two? \_\_\_\_\_

Usually ORPHEUS will do the "Traditional Dances" (bride & groom song, wedding party song...etc) following the cake cutting and serving. Is this o.k.? \_\_\_\_\_ If not, please list order here, or let us know ahead of time:

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

Please list the types of music and groups you are interested in:

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

Usually ORPHEUS does not play music like: Heavy Metal, Hard-core Rap, or music with profanity. We also usually play some or several audience participation songs. Is this o.k?

\_\_\_\_\_

Are there any special songs, activities or announcements you might need?

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

Are there any songs you would prefer we NOT play? \_\_\_\_\_

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

We are pleased that you have selected ORPHEUS as your wedding Disc Jockey. ORPHEUS can also provide ceremony music. Please feel free to let us know any additional information you might feel is important for us to know. We would be more than happy to meet with you prior to your reception. ORPHEUS will need two six-foot tables, and should be able to set-up as close as possible to dance floor. Ask about adding karaoke/video taping or about our buffet line trivia game. Planner can be returned with contract, or at least two weeks prior to reception.

ORPHEUS DJ SERVICE  
"IN THE TEMPO OF TODAY...WE'RE UNIQUE"  
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