

PRE-PLANNING INSTRUCTIONS

1. **1-2 weeks prior to event** - get detail sheet from client - finalize all timing (same as on your confirmation?), pronunciations, special requests, etc.
2. **3 days prior** - get your directions, call location site and say **Hello** to your contact - fax or email timelines to make sure everyone's on the same page
3. **2 days prior** - confirm and comfort your client, "I'll see you there!"
4. Make sure your tux and/or gig outfit are cleaned and pressed
5. Make sure you have your Songman business cards with you... if not, CALL HOME BASE and they will be sent to you!
6. Make sure that you check your DJ gear before leaving for the gig... batteries for cordless mic, backup cables & backup wired mic, power extension cables, power strips, etc.

WEDDING DAY PROCEDURES

1. No jeans or cut-offs! Only Dockers/Dickies and Polo shirts to be worn during load-in.
Always clean shaven.
2. Allow extra time for travels... don't cut it short!
3. **Arrive 1 hour prior to event start time...** LATE STARTS WILL CO\$\$T YOU!!
4. Never set up in street clothes while guests are arriving - change into your tux & return to finish setup
5. Do sound check, make sure wireless mic is loud enough for the toast, start playing soft background music
6. Find and introduce yourself to the on-site coordinator and catering director and review timings – **exchange business cards!**
7. Set business cards at the bar and next to doorways if it's OK with the on-site coordinator
8. Check with on-site coordinator regarding protocol to feeding the DJ
9. Sometimes the Bride and Groom will request cake cutting to be immediately after dinner... this should be noted on your details - double-check this with them ahead of time **and** with the catering director **and** onsite coordinator
10. As they arrive, introduce yourself to the videographers/photographers and give them your business card - review timeline with them and always carry a pencil
11. As guests arrive, smile and reassure them that they are at the right party!

PREPARING FOR THE GRAND ENTRANCE

1. Gather the bridal party and line them up according to the order on your coordination sheet
2. Re-check the pronunciations of the names (always have your pencil ready)
3. When lining up bridal party - tell Best Man & Maid of Honor that they'll be doing the toast soon
4. Check to make sure there is an easy route for them to get to the head table
5. Ask guests to be seated... ***"Ladies and Gentlemen, at this time we would ask that all the guests be seated, because in a few minutes I will be introducing our bridal party"***
6. Cue up videographer & photographer that you will now be doing the Grand Entrance
7. Go to your booth and introduce yourself
"Good Afternoon/Evening! My name is _____. It gives me great pleasure to be your Disc Jockey this afternoon/evening. But before I introduce the bridal party this afternoon/evening you should give yourself a round of applause so I know what kind of audience I'll be entertaining tonight!"
8. Proceed to introduce Bridal Party in an enthusiastic manner

BRIDE & GROOM GRAND ENTRANCE: GET GUESTS TO STAND

***“And at this time I’d like to ask all of you to please stand for...
THE NEW MR. & MRS. _____!”***

When you’ve finished introducing everyone on your list, announce the following:

“Ladies and Gentlemen, in a few minutes we will be preparing for the toast, so please fill your glasses with your favorite beverage”

PREPARING FOR THE TOAST

1. Check first to make sure the champagne has been poured first...
2. Make sure video & photography are ready to go
3. Find the Best Man, Maid of Honor, and anyone else who is doing a toast - know where they are seated
4. Get everyone’s attention...
“Ladies and Gentlemen, it gives me great pleasure to introduce our Best Man and Maid/Matron of honor”
5. Proceed to give them the mic, tell them to **speak closely to mic** - stand out of the way of the pictures the Photographer is taking - after each toast ask for a nice round of applause
6. When toasts are done, say ***“Ladies and Gentlemen, I invite you to enjoy your family and the meal that is being served, and I’ll be back later with some great dancing music”***

DINNER

1. Check with Bride and Groom at head table - is there anything else they might need from you? Also, ask the parents to see if they need anything... **IMPORTANT!**
2. Make sure the music is good sound level for the room – enough to be background “white noise” but not too loud to interfere with conversation, especially at the tables closest to the sound system
3. If you are invited to, and you choose to eat, you will be served by the staff or go through the buffet (see #8 under WEDDING DAY PROCEDURES). Just make sure you don’t go last - you won’t have enough time to finish. Find an out-of-the-way place to eat your meal - listen to the music at all times, in case of CD skips or unforeseen level/playlist changes, or if you are needed (last-minute announcements/changes/etc.)
4. Most dinners are 45 minutes to 1 hour... when guests look restless or are getting up and/or the staff is picking up plates, give the bridal party their 10 minute warning to prepare for the formal dances
5. When you’re finished eating, check on your cued CDs - line up first dance, etc...

FORMAL DANCES PREPARATION

1. Check with Bride and Groom to make sure they are ready to do their first dance... the Bride may want to primp – this is their 15-minute warning (but a *nice* warning!). Ask if they wish you to play the whole First Dance song or just the first half (then fade out), depending on their comfort level and choice. Make sure all the Moms and Dads are aware, and bridal party have their coats/ties/shoes/whatever on... be polite!
2. Find the videographer and photographer to make sure they are ready to go before you start making introductions

FIRST DANCE

1. Make sure Bride and Groom are ready and that you have their First Dance song and the next song cued up
2. Check to make sure that the videographer and photographer are ready - proceed to announce Bride and Groom...
“Ladies and Gentlemen, dancing for the first time as Man and Wife, please join me in a round of applause for the new Mr. & Mrs. _____!”
3. **NOTE:** See if the Bride and Groom seem at ease as they dance... sometimes you only need to play half the tune (see #1 under FORMAL DANCES PREPARATION)
4. Always ask for applause as they walk off the dance floor

FATHER/DAUGHTER DANCE

1. **Make sure that you have the song cued**
2. Invite the Bride's Father to the dance floor...
“Ladies and Gentleman, it gives me great pleasure to introduce the Father of the Bride, Mr. _____, dancing with his daughter the new Mrs. _____ in the traditional Father/Daughter dance”
3. **NOTE:** many times, halfway through, the Groom will join in and dance with his Mother. Your announcement is...
“And now our Groom will dance with his Mother, Mrs. _____”
Be sure you have another song ready if the song runs out!

BRIDAL PARTY DANCE

1. Typically this is an upbeat song, but it will probably be the Bride & Grooms choice
2. Once the pictures have been taken you might invite the wedding guests to come out on the dance floor signifying the start of open dancing...
“At this time, let's get everyone on their feet and join Mr. and Mrs. _____ on the dance floor! It's time to party!”

OPEN DANCING

1. Most of the time, dancing sets will be 45 minutes to 1 hour - you'll be playing music from the set list that was provided by the Bride and Groom
2. This is also a good time to re-introduce yourself with something like *“Good Evening everyone, my name is _____”* once again...
3. You can add, *“We have music for everyone this evening, so if you'll be patient I'm sure I'll get to one of your favorites!”*
4. Requests are handled according to the time you have, and also if the Bride has requested that certain songs **not** be played
5. Should Mom or Dad come up to talk to you, make sure you give them **high priority**

CAKE CUTTING

1. At some point during the first dancing set, either the coordinator or the catering staff will give you the high sign to cut the cake. Your announcement is...
“Ladies and Gentlemen I hope you are enjoying the music so far, and there will be more! At this time we will be cutting the cake, so we ask all the guests to surround our Bride and Groom by their cake and show your support”
2. **Point to the cake** and the return to soft music
3. **NOTE:** sometimes the Bride & Groom will request for the cake to be cut immediately after dinner (will be noted on your details... double-check this with them *and* with the catering director ahead of time)

BOUQUET TOSS

1. You should see the videographer and photographer cutting through the crowd toward you at this time... announce that you want **all the single women** on the dance floor... you can call some of their names out from your Cheat Sheet
2. Play your fanfare CD... ex. “Girls Just Wanna Have Fun”
3. The videographer/photographer will place the girls where to stand - after the high sign, say, ***“Ladies, hands up and then count to three... 1... 2... 3!”*** - Bride will toss the bouquet
4. Ask the lady that caught the bouquet to stay close by for a picture with the Bride and Groom after the garter toss

THE GARTER TOSS

1. Call **all the single men** to the dance floor, use their names from your Cheat Sheet and play your fanfare CD... ex. “Bad To The Bone”
2. If needed, get a chair for the Bride to sit in, at the center of the dance floor
3. The videographer/photographer will place the guys where to stand
4. Build up the excitement by asking the guys to howl as the Groom takes off the garter
5. Groom will then stand - get high sign from videographer/photographer - ask the Groom to get ready and count to three - he will then toss the garter
6. Immediately ask the bouquet and garter catchers (say “the lucky Mr. _____ and Miss/Ms. _____”) to join the Bride and Groom for a photo in the middle of the dance floor
7. Return to soft/easy listening music as people finish their cake and coffee – usually about 15 to 20 minutes - **confer with the on-site coordinator about the length of the second dance set, in reference to the timeline, facilities cutoff, overtime limit, etc.**

SECOND DANCE SET

1. If the crowd is already lively, just say something like, ***“Ladies and Gentlemen, let’s get this party started again”*** and play some hot/energetic tune
2. If it appears that they are a bit “sleepy,” ease them in with a romantic ballad
3. A couple of songs before the contracted ending time, if it looks like the party is raging, check with the Bride and Groom to see if they are interested in **overtime**... you can ask for \$50 per 30 minutes, or \$75 per hour, or \$100-125, based on if you have a long drive to get home
4. **YOU MUST COLLECT THE MONEY THAT NIGHT!** Cash, check, whatever... it’s up to you... but get it right away, since a) it’s not itemized on the contract, and b) tracking down the Bride & Groom for the money during/after their honeymoon will be difficult AND bad form!

CLOSING THE PARTY

1. With about 20 minutes left in your scheduled playing time, prepare the Bride and Groom for their last dance with about a 5 minute warning.

Option #1:

Invite the remaining guest to make a circle around the Bride and Groom - announce ***“Ladies and Gentlemen, we would like to invite the remaining guests to make a circle around our Bride and Groom, the new Mr. and Mrs. _____ as they prepare for the traditional farewell dance”***

Option #2

“Ladies and Gentlemen, our Bride and Groom will be doing their traditional last dance and have asked that about halfway through you join them on the dance floor” - give the Bride and Groom about 1.5 minutes, then ask the remaining guests to join them

2. Once the traditional dance is over, if there is still time left, say ***“Ladies and Gentlemen, let’s have a big round of applause for our Bride and Groom, but we still have time on the clock to take this party out ROCKIN!”***
3. Play out the remaining time with great, fun dance songs
4. The **last thing you say** should be...
“Ladies and Gentlemen, my name is _____ and I’m from Songman Entertainment. I hope that you’ve had an enjoyable evening. I want to wish our Bride and Groom the best of luck in their lives ahead... and for the rest of you, a pleasant good night and a safe return home. Thank you!”
5. Start some soft/easy listening background music, go to the doorway, thank guests as they leave, and **pass out business cards** if appropriate. Pick up leftover cards at the bar and anywhere else you’ve left them
6. Shake hands with all the vendors, the floor captain, videographer, photographer, on-site coordinator, catering director, etc... **exchange business cards if you have not already done so**
7. **TEAR DOWN AND GO HOME A HERO!!!**