



## DJ Joshua S. Walker – Wedding Event Function Information Sheets (Wedding)

**Please Note:** These Function Information Sheets are to be completed and returned to DJ Joshua S. Walker approximately four (4) to six (6) weeks prior to your event date. The thorough completion of these forms provides your DJ team with the information needed to create a remarkable entertainment experience at your event. These forms, once fully completed, should be returned via e-mail attachment to [info@joshuaswalker.com](mailto:info@joshuaswalker.com). Once received a member of our team will contact you to schedule a planning meeting.

### **Bride Contact Information:**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facebook Username: \_\_\_\_\_ Instagram Username: \_\_\_\_\_

### **Groom Contact Information:**

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Facebook Username: \_\_\_\_\_ Instagram Username: \_\_\_\_\_

### **Wedding Time and Logistical Information:**

**Please Note:** Our team may require up to three hours of event equipment setup- package dependent. Setup must be completed before guest arrival.

Date of Wedding: \_\_\_\_\_ Venue Name: \_\_\_\_\_

Reception Venue Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Reception Venue Contact E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Reception Venue Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_ AM PM Tentative Ending Time of Event: \_\_\_\_\_ AM PM

Is your wedding ceremony being held at the same location as your reception?  Yes  No

If not, where is your ceremony being held? Venue & City: \_\_\_\_\_

Start time of Ceremony: \_\_\_\_\_ Est. End Time of Ceremony: \_\_\_\_\_ Distance (Minutes) from Venue: \_\_\_\_\_

Is DJ Joshua S. Walker and his production team providing ceremony sound service?  Yes  No

If yes, will the ceremony be held in the same room/space as the reception?  Yes  No

Estimated Number of Guests: \_\_\_\_\_ (  Guests under 16  Guests under 16-21  Guests over 21)

Comments/Special Requests: \_\_\_\_\_

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

**Entertainment Information:**

Will you be having a cocktail period at your wedding reception?  Yes  No

If so, what is the start time? \_\_\_\_\_ End Time? \_\_\_\_\_ In reception room?  Yes  No

What type of music would you like played? Jazz Classical Piano Easy Listening Seasonal

Will you be having dinner music at your wedding reception?  Yes  No

If so, what is the start time? \_\_\_\_\_ End Time? \_\_\_\_\_ In reception room? YES NO

What type of music would you like played? Jazz Classical Piano Easy Listening Seasonal

**Setup and Venue Information:**

Please answer the following questions pertaining to the setup and successful execution of our entertainment services and the equipment we use. The information contained in the following questions/answers will help greatly reduce the possibility of unexpected problems when we arrive to setup for your wedding reception. Many of the following questions will need to be discussed with a key contact person at your wedding reception venue. Please provide their contact information (if different than contact person provided above):

Venue Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Venue Contact E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

1. Will the DJ Joshua S. Walker's team be able to arrive as early as three (3) hours prior to our scheduled start time (or prior to the guests' arrival time for the event) to allow for adequate setup time of the sound and lighting equipment systems?  YES  NO
2. Will DJ Joshua S. Walker's team have access to a minimum of three (3), separate 20 amp electrical circuits using standard Edison plugs within 15 feet of the setup area?  YES  NO
3. Will DJ Joshua S. Walker's team have direct and immediate access to the circuit breakers in the unlikely event that we experience an electrical overload?  YES  NO
4. Will there be a maintenance staff member from the venue on site?  YES  NO  
If so, provide their name: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Will the wedding reception be indoors, outdoors or dependent on the weather? \_\_\_\_\_
6. Are the ceilings in the reception area at least nine (9) feet high?  YES  NO
7. Our team will require one (1) six-foot standard banquet table. The table should be draped and preferably be skirted (in black if possible). Is this going to be a problem?  YES  NO
8. DJ Joshua S. Walker's team uses heavy sound and lighting gear that is all on wheels. Will there be any steps that we will have to traverse to get the equipment to the setup area?  YES  NO
9. What kind of flooring will the guests be dancing on during your reception? \_\_\_\_\_
10. Per our contract we will need to unload our production gear as close to the setup location as possible. After the equipment has been unloaded, we will need an appropriate, in sight, well-lit and safe place to park our production vehicle. (Note: Depending on your event setup our equipment can be transported with a truck and an 18' enclosed production trailer). Will this be a problem?  YES  NO

11. Due to the schedule Joshua and his team maintains on event days they require hot meals and access to unlimited non-alcoholic beverages for our team. Will this be a problem?       YES       NO
12. Will our team be required to use an elevator to load in the equipment?       YES       NO
13. Does the reception venue allow for an extension of the length of your event?       YES       NO

Please use this space to provide us with any other venue specific information that is deemed important to our team in loading/unloading, setting up or executing your event: \_\_\_\_\_

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Is DJ Joshua Walker and his team providing uplighting at your event?       YES       NO

If yes, what general color are you considering for your uplighting fixtures? \_\_\_\_\_

Is DJ Joshua Walker and his team providing a monogram projection at your event?       YES       NO

If yes, where will the monogram projected (i.e. dance floor, wall, etc)? \_\_\_\_\_

**Music Selection Information:**

Please mark all of the musical genres you would like to hear at your wedding reception with an "✓". Please mark any musical genre you do not want to hear with an "X". Please feel free to mark as many or as few as you would like. Later in this questionnaire packet there will be space to provide specific songs and artists that you would like to hear played during your wedding reception:

- Alternative (21 Pilots, Imagine Dragons, James Bay, The Lumineers, Foo Fighters, etc)
- Blues (Etta James, B.B. King, Blues Brothers, King Floyd, Aaron Neville, Dorothy Moore, etc)
- Christian (Lauren Daigle, Chris Tomlin, Sidewalk Prophets, Danny Gokey, Johnny Diaz, etc)
- Country (Florida Georgia Line, Dierks Bentley, Tim McGraw, Carrie Underwood, Luke Bryan, etc)
- Dance (Calvin Harris, Mike Posner, Alan Walker, Madonna, David Guetta, The Chainsmokers, etc)
- Hip Hop/Rap (DJ Khaled, Kent Jones, Snoop Dogg, Kevin Gates, Drake, Flo Rida, Notorious B.I.G, etc)
- Disco Hits (Bee Gees, Metro Station, Wild Cherry, Earth Wind and Fire, Panic! At The Disco, etc)
- Hits from the 1950's (The Coasters, Little Richard, Jerry Lee Lewis, Bill Haley and His Comets, etc)
- Hits from the 1960's (The Four Tops, Contours, Supremes, The Isley Brothers, Thurston Harris, etc)
- Hits from the 1970's (Marvin Gaye, Temptations, Commodores, Sister Sledge, Johnny Carver, etc)
- Hits from the 1980's (Michael Jackson, Guns N' Roses, Foreigner, Whitney Houston, Prince, etc)
- Hits from the 1990's (Brittney Spears, The Goo Goo Dolls, Hootie & The Blowfish, Aerosmith, etc)
- Hits from the 2000's (Adele, Rhianna, Colbie Caillat, LMFAO, Rihanna, Justin Bieber, Pink, etc)
- Pop Hits (Ariana Grande, Justin Timberlake, Meghan Trainor, Beyonce, Selena Gomez, Shakira, etc)
- R&B/Soul (Alicia Keys, John Legend, Chris Brown, Bryson Tiller, The Weeknd, Chasing Destiny, etc)
- Rock (Blink 182, AC/DC, Metallica, Eagles, Queen, Lynyrd Skynyrd, Switchfoot, Pink Floyd, etc)
- Line Dances (Electric Slide, Cha Cha Slide, Cupid Shuffle, Wobble, etc)
- A Mix of Classic Wedding Standards (Shout, Twist, Love Shack, Brick House, Celebration, etc)
- A Mix of Current Top 40 Hits (Billboard Hit Music Charts, Trending Music, Popular Hit Requests)
- Other (Please Explain): \_\_\_\_\_

Would you like us to take musical song requests/dedications from your guests and if appropriate with the evenings musical entertainment play them?  YES  NO

Would you like DJ Joshua S. Walker and his team members to AVOID playing songs with explicit language/lyrics or songs that contain vulgar subject matter?  YES  NO

Would you like DJ Joshua S. Walker and his team members to play "edited" or "clean" versions, when available, of otherwise explicit songs?  YES  NO

**Pre-Function Musical Dedications:**

Please use the following table to write any particular song dedications to specific people or groups of people that **WILL BE ATTENDING** your wedding. You can also use this space to list any special birthdays and/or anniversaries on or near your wedding date that you would like recognized.

Song Title	Artist	Dedicated To	Reason (if applicable)

Please use the following table to write any particular song dedications in remembrance and honor to specific people that have passed away and **will not** be at your wedding. You can also use this space to list any special birthdays and/or anniversaries on or near your wedding date that you would like recognized.

Song Title	Artist	Dedicated To	Reason (if applicable)

**Specific Song Requests:**

Please use the following space to list any specific songs, artists or music that you would like to hear played at your wedding reception. The DJ Joshua S. Walker team works hard prior to your function to obtain any music that you list below that we do not currently have in our vast 70,000 song music library. While we try to play all of the specific songs/artists listed below we cannot guarantee to play all of them depending on flow, execution and timing of event.

Song Title	Artist

*(List of songs can be continued on next page – please do not write on the back of any page)*



**Event DO NOT Play List:**

Please use the space provided to list any songs, artists or types of music that you would specifically not like played at your wedding reception.

Song Title	Artist

Please use the blank space below to draw a free hand drawing, to the best of your ability, of the layout of your wedding reception. This helps us determine which sound system will be best for your venue and inform us of where to setup, the more detail the better! If your venue provides a floorplan, please attach it to this packet of information.



**Ceremony Logistical Information**

Venue Name: \_\_\_\_\_ Type of Venue: \_\_\_\_\_

Ceremony Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Ceremony Venue Contact E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Ceremony Venue Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Start Time of Ceremony: \_\_\_\_\_ AM PM Tentative Ending Time of Ceremony: \_\_\_\_\_ AM PM

Approximate travel time for guests from the ceremony to the reception venue: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_ Newlyweds at the reception venue: \_\_\_\_\_ Bridal Party Intro Time: \_\_\_\_\_

**Bridal Party Information:**

Bride's First Name:		Bride's Maiden Name:	
Groom's First Name:		Groom's Last Name:	

**Order of Introductions**

The Parents of The Bride:

The Parents of The Groom:

Bridesmaids	Escorted By	Groomsmen

Flower Girl(s)	Escorted By	Ring Bearer(s)

*(Bridal party information continued on next page)*

Maid / Matron of Honor <i>(Circle One)</i>	Escorted By	Best Man

The Newlyweds (for initial introduction):

Will you be having a toast(s)?	YES	NO
Name of the person(s) giving the 1 <sup>st</sup> toast:		
Name of the person(s) giving the 2 <sup>nd</sup> toast:		
Will you be having a welcome?	YES	NO
Name of the person(s) giving the welcome:		
Will you be having a blessing?	YES	NO
Name of the person giving the blessing:		

Please use this space to list any special announcements that you would like Joshua Walker to make at any point during the course of your wedding reception: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be having a Bouquet and Garter Toss?	YES	NO
What song would you like played when we are having the single females gather on the dance floor?	(We are happy to share with you what we typically use)	
What song would you like played when the groom is removing the garter from the bride?	(We are happy to share with you what we typically use)	
What song would you like played when we are having the single men gather on the dance floor?	(We are happy to share with you what we typically use)	
What song would you like played when we are having the male who caught the garter put it on the female who caught the bouquet?	(We are happy to share with you what we typically use)	

Will you be having a money dance at your event?	YES	NO
Will you be having an Anniversary Dance at your event?	YES	NO
If so, what song would you like played during the anniversary dance?	We are happy to share with you what we typically use)	

Bridal Party Introduction Song	
Song Title:	
Group or Artist:	

Newlyweds Introduction Song	
Song Title:	
Group or Artist:	

Cake Cutting Song (Optional)	
Song Title:	
Group or Artist:	

First Dance Song (Bride and Groom alone)	
Song Title:	
Group or Artist:	

Bridal Dance Song- Bride and Groom with Parents and Bridal Party	
Song Title:	
Group or Artist:	

Father / Daughter Dance	
Song Title:	
Group or Artist:	

Mother / Son Dance	
Song Title:	
Group or Artist:	

**Please Note:** If you would like assistance in picking any of the songs above or would like recommendations please do not hesitate to contact DJ Joshua S. Walker and his team or feel free to discuss at one of your event planning meetings.

**Wedding Vendor Information:**

Will you be having a **photographer** at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name of the photographer? \_\_\_\_\_

Lead Photographer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

If you're photographer will have an assistant, please provide their name: \_\_\_\_\_

Will you be having a **videographer** at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name of the videographer? \_\_\_\_\_

Lead Videographer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

If you're videographer will have an assistant, please provide their name: \_\_\_\_\_

Will you be having a **wedding planner** at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name of the wedding planner? \_\_\_\_\_

Wedding Planner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Will you be having a **caterer** (if not your reception venue)? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name of the reception caterer? \_\_\_\_\_

Caterer Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Will you be having a bakery providing a **wedding cake** at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name bringing the wedding cake? \_\_\_\_\_

Bakery Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Will you be having a **photo booth** at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, what is the company name bringing the photo booth? \_\_\_\_\_

Photo Booth Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

What time will the photo booth open? \_\_\_\_\_ What time will the photo booth close? \_\_\_\_\_

Will you be having any other wedding vendors at your wedding reception? \_\_\_\_\_YES \_\_\_\_\_NO

If so, please list them in this space: \_\_\_\_\_

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**Miscellaneous Information:**

Please use the space provided for any other information you feel might be helpful for us to know in preparing for your wedding reception (i.e. special announcements, unique family traditions, etc): \_\_\_\_\_

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Are you and your fiancé planning a honeymoon? \_\_\_\_\_ YES \_\_\_\_\_ NO

If so, where will you be traveling to? \_\_\_\_\_

Bride's Favorite Song of All Time (as of today)	
Song Title:	
Group or Artist:	

Groom's Favorite Song of All Time (as of today)	
Song Title:	
Group or Artist:	

**Client Signature Required**

Please sign below confirming that all of the information contained in the above Function Information Sheets is correct and accurate. By signing below, you also agree and therefore release Joshua S. Walker and the DJ Joshua S. Walker team members from any and all problems, situations or consequences that may occur or arise from any incorrect, incomplete or missing information included in the above, now completed, Function Information Sheets packet.

X \_\_\_\_\_ Date of Signature: \_\_\_\_\_

**Important:** Please retain a copy of the completed version of this packet. After e-mailing these forms and any attachments to DJ Joshua S. Walker and his team please bring the originals to the first planning meeting prior to your event date. Please be sure to make yourself a copy of this information packet before attending your planning meeting as DJ Joshua S. Walker will retain the originals for his records and for day of event execution.

**DJ Joshua S. Walker and his team members are looking forward to providing you and your guests with a remarkable wedding entertainment experience!**



## Wedding Ceremony Information

(Please only complete this informational page if the DJ Joshua S. Walker team is providing sound for your wedding ceremony).

### Ceremony Contact Information

Contact Name at Venue for Ceremony: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Will the ceremony be held indoors, outdoors or dependent on the weather? \_\_\_\_\_

Bridesmaid/ Bride Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the bride and bridesmaids be getting ready for the ceremony on site?    \_\_\_Yes    \_\_\_No

If no, what time will the bride and bridesmaids be arriving at the ceremony: \_\_\_\_\_ AM    PM

Groomsmen/ Groom Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Will the groom and groomsmen be getting ready for the ceremony on site?    \_\_\_Yes    \_\_\_No

If no, what time will the groom and groomsmen be arriving at the ceremony: \_\_\_\_\_ AM    PM

Additional Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Officiant Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Ceremony Execution Information:

Will the officiant require a microphone? \_\_\_Yes \_\_\_No    Type: Handheld (*ON STAND*) \_\_\_ Lavalier (*TIE CLIP*) \_\_\_

Start Time of Ceremony: \_\_\_\_\_ AM    PM    Tentative Ending Time of Ceremony: \_\_\_\_\_ AM    PM

Guest Starting Arrival Time To Ceremony: \_\_\_\_\_ AM    PM

What type of seating music would you like played?    Jazz    Classical    Piano    Easy Listening    Love Songs

Use this space to provide specific examples (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Ceremony Music Information:

Grandparents and Parents Seating:

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Groom and Groomsmen Entrance:

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Bridesmaids Processional (Entrance):

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Bride Processional (Entrance):

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Unity Ceremony (i.e. candle lighting):

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_

Bridal Party Recessional Song:

Song Title: \_\_\_\_\_ Artist: \_\_\_\_\_