

Your Party DJ's

www.YourPartyDJs.com

Planning the Agenda & Timeline

There are many different options to choose from when creating the agenda and timeline for your ceremony and/or reception. Since **WE** will be the focal point for managing each portion of your event it's vitally important that these details are skillfully planned and executed in a highly professional manner. And depending on which items will be incorporated into your event, selecting the order in which they happen can have a profound effect on the flow.

A typical reception will last approximately 5 hours from the start of the cocktail hour to the end of the party dancing. If we will be involved with providing ceremony music be sure to add the appropriate amount of time to your booking of our services based on the below estimates.

So let's review all of your options.

Setup: (2 hours)

We will arrive approximately 2 hours before the start of your ceremony and/or reception to setup our systems, pre-test for the best sound at your venue and to ensure we're ready and playing welcoming music as your guests arrive.

NOTE: **Do Not** include setup time when calculating the amount of time you are paying for

Pre-Ceremony: (30 minutes)

If we're providing the music and sound system for your ceremony it's important that prelude music is playing as your guests are arriving. This consists of a selection of elegant instrumental music which sets the mood for your expertly choreographed ceremony.

Ceremony:

Church or Other Location Ceremony: (60 minutes)

If desired, we can provide a portable sound system at the church and guide you through the choreographed ceremony. This would include 30 minutes of prelude music while guests arrive, processional music, background music during the ceremony and the recessional song.

On Location Ceremony: (30 minutes)

The first decision, weather permitting, is whether the ceremony will be held indoors or outdoors. The next is whether you will need us to provide a second sound system for the ceremony music (*at no cost*).

Music Selection: At either location, you may choose to be completely traditional or we'll work with you to choreograph the ceremony. Our goal will be to choose music that will reflect the level of elegance you desire with spectacular music perfectly timed to create a memorable day.

Receiving Line: (15 to 20 minutes based on number of guests)

Although we've only seen 1 receiving line in the past 10 years, some couples may do this either at the church or following the ceremony at the reception location.

Cocktail hour: (60 minutes)

While you are off having pictures taken we will provide background music while your guests enjoy hors d'oeuvres and beverages before your formal introductions.

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Introductions: (10 minutes)

The music selected for your introductions will determine the level of excitement and/or elegance that you want to portray for the entire reception. Typically we choose a lively upbeat mix that will excite your guests and signify that the party is about to begin.

First Dance: (5 to 10 minutes)

Depending on the number of components you will incorporate into the reception agenda will determine whether you'll want to have your first dance immediately following the introductions or wait until after dinner and the cake cutting. If you intend to have a number of tradition things happen after dinner such as dances (*Father-Daughter, Mother-Son, Bridal Party, Grandparents*), Bouquet Toss, Garter Removal, etc, you may want to have your first dance in the beginning because this will be the only time during the reception that you have everyone's undivided attention.

The Toast(s): (10 minutes)

We recommend doing the toasts just before dinner following the introductions and first dance. However, you will need to ensure that the banquet manager or someone designated pours the toast beverages at each table just before the introductions begin. Some couples also take this opportunity to say a special thanks to their guests or special people in their lives.

Blessing: (2 minutes)

If you will have a blessing before the meal you can either designate someone to deliver it or we will be happy to do this for you.

Dinner Introduction: (3 minutes)

The MC will announce the dinner instructions (buffet or sit down) and if needed will assist the banquet staff with inviting guests up to the buffet line. Our typical music during dinner consists of upbeat jazz vocals which is very appealing to most groups.

Cake Cutting: (10 minutes)

It's important to decide if you want this time to be elegant in nature or fun. We'll help you choose the appropriate background music to set the mood you desire.

Dances with Parents: (5 minutes each)

If needed we'll assist you with choosing the appropriate song selections to reflect your feelings towards the parents, grandparents and you bridal party.

Father & Daughter

Mother & Son

Grandparents with Bride(s) and/or Groom(s)

Bridal / Ceremony Party

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Bouquet & Garter: (15 minutes)

If you decide to perform these traditional ceremonies we'll assist you in selecting the music.

Ice Breaker: (5 minutes)

The party is about to begin at this point and our job will be to get your guests into a partying mood. We will review recommended options based on our years of experience and the style of reception you want. We're very good at sizing up the personalities of your guests to determine what it will take to get them engaged.

Dancing Music:

Selecting the styles of dancing music depends on many factors such as age groups attending, your personal likes / dislikes and those of your guests. Keep in mind that you've invited your family and friends to share in this celebration and that their requests for music may not align with yours. So we ask that you trust and allow us to apply our many years of wedding and party experience to determine the best music selections that will keep the dance floor full and you and your guests entertained.

Our library of music contains over 12,000 dance songs from the 40's to today's popular music. However, we do not play hard rock, most rap or any songs that contain explicit language that would be inappropriate or offend you or your guests.

If you have specific requests for music you can access our website [Client Login](#) section and build a list in advance. This will help us to understand the types of songs you like and we will make every effort to be sure your requests are part of our library for your event.

Centerpiece Give-away:

Let us know if you want to give these away. We typically will do a small/short fun skit right after the cake cutting to determine who at the table will bring the centerpiece home.

Dollar Dance:

Still a great tradition to raise a few extra dollars to enhance your honeymoon or start your life together.

Anniversary/Snowball Dance:

We invite all of the married couples on to the dance floor for slow dance and begin to eliminate couples by the number of years they were married, starting with the bride and groom, until we have only one couple who has been married the longest. It's then nice to have a small gift from the bride and groom to present. If not, we will have a small trophy or bottle of champagne to present to them.

Last Dance:

Many couples provide us with a specific song that they would like for their last song. During the last 15 minutes of your reception we will begin winding down and announce your selection as the last dance.

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Honeymoon Tip:

If you're already comfortable financially or don't need a lot of gifts consider allowing your guests to contribute to your honeymoon adventure by setting up a [Honeymoon Registry](#) through **Get Travelling**. Or you can call (603) 692-4676 for more information.