

DANCE SPECIFICATIONS



RVL ENTERTAINMENT & ENTERPRISES
8419-176 St., Edmonton, AB, T5T 0M5
780-429-1771

TO BE RETURNED, AT THE LATEST, 2 WEEKS PRIOR TO YOUR DANCE.

The following suggestions and questions have been compiled to assist us in customizing your dance to your liking. Please take the time to read the suggestions and answer the questions. If you require assistance please call us. Upon completing this package, please fax or mail pages 2 to 4 to the address at the top of this page. If you prefer to drop it off please book an appointment. **Our productions team will review your answers and call you if they require follow up.**

Our Suggestions

These suggestions are based on feedback we receive from over 8000 dances since 1992 and after-show DJ Reports per year. They are intended as suggestions only. If you prefer to do things contrary to our suggestion, that's ok. You're the boss.

a) Try to limit the number of interruptions for events (i.e. garter/bouquet throw) to a minimum. Interruptions break the momentum of the dance, and often the DJ must re-establish this momentum. A few breaks are expected, but long breaks or many short breaks can cause the crowd to lose interest in dancing.

b) **It takes time to find and cue up songs. The DJ simply cannot accommodate last second demands to play a specific song next. Try to be patient as this is a fact of life beyond the DJ's control.**

Your DJ will be playing music in sets of two to four songs. Sets are important, as people usually want to dance to a few songs once they get up. When the music changes they may sit down and rest or visit, while another group dances. Interrupting a set to play a specific song or to hold an event may disrupt this flow. We suggest you wait till the end of a set, if possible, to do this and that you give the DJ some advance notice.

c) Allow your DJ to play something for each age group and major music category. No DJ can be expected to convert R&R fans to country or vice versa. If you put your preference above your guests, expect some to leave early and some may even complain about the DJ's, even though they are merely following your instructions.

d) If you want your DJ's to make changes, go talk to them. Sure, you may be busy visiting with guests, but it only takes two minutes to let the DJ's know how they are doing, and this could make the difference at your dance.

e) Be honest with your DJ. When he/she asks you how things are going, if you are unhappy with some elements of the dance, don't tell him everything is "fine". That just tells him to continue as is. Tell him what is bothering you and what sorts of things he would need to do to make you happy: "play more of my requests" or "turn it down", etc. DJ's need accurate feedback for success.

f) Cleaning off deserted tables can be interpreted as a cue for people to leave. It may also cue other volunteers to join in the act. Many times this is done to get a head start on cleaning up. However, it may end your dance prematurely. If you have volunteers for clean up, you may wish to ask them to wait till a specified time before starting.

g) **If bride and groom disagree on how the dance should be run, expect some problems. DJ's are not mediators. Speak with one voice and make instructions clear. Appoint a contact person to act in your absence. However, when you are there, handle communication with the DJ yourself. Often, communication breaks down between a contact person and the newly-weds, or the contact person simply becomes a messenger running back and forth. The questions a DJ would ask at that time are matters of preference and a contact person may not know the answer. However, a contact person is a must for handling questions in the bride and groom's absence as somebody has to make decisions on your behalf.**

h) Most dances last about four or five hours. A DJ can only play about 15 songs per hour, approximately 60 songs per night. We will likely receive more than 60 requests. The DJ's has to decide which and when to play. It is not his job to play each. **Why?**

i) Quite frankly, some requests (even good listening songs) would clear the dance floor;

ii) The request is from a category you've asked us NOT to play or play only a little. Given the other requests received and music already played, we can't fit it in;

iii) The person making the request asked for several songs, so to spread things around we chose only one or two of their's;

iv) The DJ will probably overlook a few good requests. It happens. It will not make or break your dance.

Your Dance Specifications

IMPORTANT: DUE TO THE CONSIDERABLE AMOUNT OF DANCES THAT WE PROCESS INFORMATION FOR EACH YEAR, THE FOLLOWING RULES MUST BE ADHERED TO PRIOR TO FORWARDING THIS FORM TO RVL ENTERTAINMENT & ENTERPRISES.

It is the customer responsibility to ensure that RVL Entertainment and Enterprises receives this information. There may be no blanks on this form. Any section that does not apply to your function must contain "N/A". This form may be submitted only once. Please take your time and make all decisions prior to submitting the form. This form must contain your 9 digit booking ID#.

Booking ID# Example: 000-000-000

BOOKING ID # - - - DATE OF DANCE

1. Location _____
*****Please include map if location is outside the city, especially if in rural areas. Map included? _____**

2. **Dress Code:** [] semi casual (clean pressed jeans, dress shoes/boots, shirt with collar acceptable)
 [] semi formal (clean pressed dress pants/slacks, shirt & tie, dress shoes acceptable)
 [] suit (clean pressed dress pants/slacks, shirt & tie, dress shoes, blazer acceptable)
 [] other _____ ***Tuxedo adds a rental charge of \$120.00**

3. Guests: Estimate the percentage of your guests within the following age groups.
 _____% _____% _____% _____% _____%
 <20 20 - 30 31 - 45 46 - 60 >60 estimate attendance

4. What time should the DJ *set up B4*? _____ : _____ PM (When will your first guest arrive?)
****EARLIEST "set up B4" IS 5:00PM**
 Any time listed as being earlier than 5:00p.m. will result in a minimum early set up charge of \$50.00

Are we playing Background Music for you when guests arrive? _____ If yes, please note: dinner must be in the same area as the dance. **SORRY, NO EXCEPTIONS**
 If no, when should the DJ return to start background or dance music? _____ : _____ PM
 If no background music is required, the DJ will set up prior to your guests arriving.

5. **Stop time?** We will play overtime at no charge, but we won't fight hotel staff to do so. That's between you and the hotel. _____ : _____ AM **Please keep in mind the hotel/hall reserves first right of refusal. If the banquet captain asks us to stop playing we will comply.**

6. Dinner/Background Music: **PLEASE NOTE:** If you want background music which is not in our library you must supply it and inform us in advance, and we will be happy to oblige.

****NOTE:** You are under no obligation, **whatsoever**, to feed the DJs present at your dance, however; If it is your intention to feed the DJ, please give our DJ/DJs advanced notice here _____.

If you are supplying your own, please indicate if you are supplying it on CD or tape.
 circle one

Cocktail Music: Instrumental / Easy Listening / Up Tempo / Mix / music that you will supply
 Dinner Music: Instrumental / Easy Listening / Up Tempo / Mix / music that you will supply

**** Disregard sections 7 & 8 if your booking is not a wedding or anniversary ****
 7. **How would you like to be introduced for your first song?** i.e. Mr. and Mrs. Jones; Mary and Tom; etc.

**** Note: DJ will introduce you unless otherwise specified. ****

8. First 3 songs of the dance:

	Title	Artist	Dance Partners and/or Notes
1:	_____	_____	_____
2:	_____	_____	_____
3:	_____	_____	_____

***Note: If you are supplying any of these songs please indicate what format, i.e. "On CD at the dance"**

9. What is your #1 priority regarding the music played at your dance? ***circle one***
 a) All friends and guests have a great time, even if it means hearing a few selections you are not partial to.
 b) DJ plays mostly your own personal requests even if many of the guests do not like it and complain.
 c) DJ plays some of your personal requests, but also plays what your guests dance to.



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**** Disregard section 10 if your booking is not a wedding or anniversary ****

10. **If you require an entrance song for the arrival of the bridal party please list it here:**

Title: _____ **Artist:** _____

Because it is unlikely that the DJ will be able to see you from his location please list a person to give the DJ the cue to play this song: _____

11. **Based on your answer to question 9**, use the following codes to indicate the types of music you and your guests would like played at your dance. **Categories left blank will be left up to the DJ to decide. Please read what each of these categories mean carefully and consider all guests at your dance.**

codes: Y = Yes, OK to play as much as needed **L = Little**, roughly 3 - 6 songs **R = OK to play if Requested**
? = its up to the DJ to decide **X = DO NOT PLAY UNDER ANY CIRCUMSTANCES**

Note: Categorizing music can be quite subjective (i.e. one person's alternative is another persons Rock and Roll, etc). If in doubt about a category, please see examples or our music list as it shows which category each song fits into.

Rock and Roll:

50's & 60's _____
 70's/80's (classic rock) _____
 90's _____
 Heavy Rock/Metal _____

**** PLEASE USE ONLY ONE CODE FOR EACH CATEGORY ****

i.e. 1950's: Rock Around the Clock, The Twist, At the Hop, etc
 i.e. 1960's: Beatles, early Rolling Stones, early Motown, etc
 i.e. 1970's: Sweet Home Alabama, Raise a Little Hell, etc
 i.e., 1980's: R.O.C.K. in the USA, Twisting By the Pool, etc
 i.e. Life is a Highway, Tragically Hip, Spin Doctors, etc
 i.e. AC/DC, Aerosmith, Led Zeppelin, Guns'n Roses, Metallica, etc

Country:

Traditional (B4 1986) _____
 Modern (1987 and on) _____

Forever and Ever Amen by Randy Travis is considered by many to mark the change from traditional to modern country.
 i.e. Patsy Cline, Hank Williams, Willie Nelson, Tammy Wynette, etc
 i.e. Garth Brooks, Shania Twain, Reba McIntyre, etc

Dance:

Disco _____
 80's (Retro) & 90's _____
 Nightclub _____
 Top Hits (Radio Played) _____

i.e. YMCA, Rasputin, Stayin' Alive (Bee Gee's version), etc
 i.e. Early Madonna, Prince, En Vogue, Spice Girls, etc
 Heavy beat, not often played on radio, **Rap may be present**
Hits played on your local top 40 radio station

Rap:

Light _____
 Heavy _____

Light Rap is basically Nightclub dance, with bits of Rapping in it.
 i.e. 2 Unlimited, Snap, Real 2 Real, N-Trance, Will Smith, etc
 i.e. Notorious B.I.G., Snoop Doggie Dog, DMX, Eminem etc

Reggae:

Light _____
 Heavy _____

i.e. Red Red Wine by UB40, Buffalo Soldier by Bob Marley, etc
 i.e. Shabba Ranks, **Sounds similar to Heavy Rap**

Alternative:

Light _____
 Heavy _____

Light Alternative selections can be heard on your local top 40 station
Hits played on your local top 40 radio station
 i.e. Nirvana, Offspring, etc

Other:

Waltz (Old Time) _____
 Polka _____
 Big Band _____
 Bird Dance _____
 Celtic _____

i.e. Emeralds, Lawrence Welk, etc
 i.e. Orange Blossom Special, Beer Barrel Polka, etc
 i.e. Harry Connick Jr., Glenn Miller, Cherry Poppin' Daddies, etc
Note: Would only be played once, unless you specify otherwise.
 i.e. Great Big Sea, Captain Tractor, Spirit of the West



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**** Disregard section 12 & 13 if your booking is not a wedding or anniversary ****

12. Will you be having a cake cutting? When would like to do this? We recommend immediately following speeches and having your MC handle this announcement _____
 Please inform us here of any specific song you would like played for your cake cutting here:

Cake Cutting - Title: _____ **Artist:** _____

13. Will you be having a garter/bouquet toss? When would you like to do this? We recommend immediately after late lunch, if you are having one. _____

Bouquet Toss - Title _____ **Artist:** _____
Garter Toss - Title _____ **Artist:** _____

14. Security: Our DJ's are trained to be polite and courteous to your guests. However, the main reason for being at your dance is to play music for people to dance to, not to cater to one or two demanding guests. As a result, sometimes guests step over the line and jeopardize the success of the dance by threatening the DJ physically or by yelling and screaming profanity. Thankfully this is rare. However, should this occur at your dance, do you want our DJ's to contact you personally to deal with this individual, or would you like to assign someone this task, and if so, who? _____

15. Please record here up to 5 specific titles and/or artists that **DO NOT WANT THE DJ TO PLAY:**

Note: Please use the category page to limit specific music genres played.

Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____

Artist Only:

Artist: _____
 Artist: _____
 Artist: _____
 Artist: _____
 Artist: _____

16. Who will be in charge in your absence? _____

17. **Whom should the DJ approach regarding the balance owing?** _____
**** (Your DJ will have a receipt for you at the dance. Write n/a if you have already paid the full balance)****



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18. For those customers having a late lunch we recommend background music for 15 - 20 minutes in order to allow those guests who plan on leaving early, (**Grandma/Grandpa**), a chance to say goodnight to the bride and groom. Please select one:

- A) **No, we are not having a late lunch**
- B) **Yes, go to background for 15 - 20 minutes**
- C) **Yes, we are having a late lunch but continue with the dance even though many guests may not be on the dance floor at this time**

19. How much would you like the DJ to interact with the crowd? Examples of "interaction" are; mic activity (announcements, introductions, prodding a sluggish crowd to dance, etc), line dance instruction, bizarre game dances, conga lines, limbo dances, etc. Caution: The more restrictions placed on DJ interaction, the more difficult it can be to get a sluggish crowd going. Sometimes people need some encouragement. Please circle one and then proceed to explain your selection. (***i.e. Moderate: "If the music selections are keeping people dancing just play the music and let people have fun on their own, but if people are not moving the DJ may take a more pro-active approach."***)

- A) None " _____ "
- B) Little " _____ "
- C) Moderate " _____ "
- D) Lots " _____ "
- E) DJ to decide " _____ "

20. **Will there be entertainers at your reception wanting to play their equipment through our system? If yes, please advise them we can not permit this.** Our equipment is designed for sound reproductions as opposed to sound reinforcement. They may, however, use our mic if they wish.

21. Please mail, fax or deliver pages 2 to 5 of your completed specifications to the address above. If delivering this in person, **please book an appointment.** If dropping by without an appointment and the office is closed, simply place it in the mail box. Upon receipt of these details, they will be added to your contract in our computer. We may contact you, at this time, for clarification on certain items. Has your phone number or address changed between the time you booked the dance and now? If so please record the change here:

22. Above and beyond information not covered in the above questionnaire:
