

DJ GUIDELINES AT GREENOCK MANOR

THE FOLLOWING RULES APPLY:

- 1) All vendors including the DJ is to arrive a minimum of **2 hours before the ceremony starts**. For example, should the ceremony start at 4pm the DJ is to arrive no later than 2pm to set up.
- 2) All vendors, including the DJ are required (it is mandatory) if they have not worked at Greenock Manor before and are not on our preferred vendor list on our website, to **visit Greenock Manor** and do a short guided site tour with a member of staff at Greenock Manor. Please note no unaccompanied tours are allowed. Kindly ask your DJ to call Greenock Manor and set up an appointment with us for a visit.
- 3) On the day of the wedding, the DJ is to **call us when he arrives in our driveway** in order for us to direct him to a drop off area that is closest to the house for his equipment
- 4) Once off loaded the DJ is to **ask a Greenock Manor staff member where to park**. Please note all vendors are allocated a specific parking spot. Please note wedding guests will get prioritized parking
- 5) In case of rain the DJ is to please provide his own canopy cover for his equipment to protect it.
- 6) For parties of 150 guests or more the DJ is to supply his own DJ Table.
- 7) Please make sure you have a copy of the Wedding Timeline on your phone
- 8) **Kindly dress neatly** as the bridal families and guests will be dressing up for the special occasion.

EQUIPMENT

Should the DJ run extension cords across any walking areas at Greenock Manor they are to be covered by tape to avoid guests and staff tripping. The DJ is to secure wires with sufficient tape.

It is recommended that the DJ brings along 2 sound systems. One smaller one for the ceremony and the main larger one for the reception

Please bring along a cordless microphone as this may be needed by the officiant and to make announcements throughout the wedding (such as throwing the bouquet etc)

For rain plan kindly bring along an extra 100ft of extension cords (in case needed)

DUTIES

- 1) Kindly play background music for ambience while guests are arriving ideally 30min to 45min before the ceremony starts
- 2) Talk to the bride and groom about their song choice for the ceremony and reception
- 3) Decide on music for cocktail hour as background music
- 4) Once cocktail hour is finished, kindly announce for the guests to take their seats in the reception dinner area.
- 5) Welcome back the bridal party and or just the bride and groom (with microphone) Discuss this with the bride and groom and find out how they prefer doing this, choice of bridal introduction song(s) etc.
- 6) Other announcements and songs may include some or all of the following :

- First Dance
- Mother Son Dance
- Father Daughter Dance
- Throwing of the bouquet and or garter
- Saying grace before dinner
- Doing toasts and speeches
- Dinner is to be served (and do a call for anyone wanting seconds)
- Please announce where the smoking section is (if applicable if any guests are smokers)
- Cutting of the cake
- Last round at the bar – get the time for this (and mention please don't drink and drive!)
- Last song and good night
- Sparkler send off (to be done in the front garden on the grass near front door)

Any questions? Kindly call Greenock Manor on 703 687 7641 or email us on info@greenockmanor.com