

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-you need to make an appointment with us. Kindly ask your DJ to text Greenock Manor and set up an appointment with us for a visit. Ideally a tour with the DJ is done roughly 30 days before the wedding date.
- 3) On the day of the wedding, the DJ is to TEXT US with their ETA when they are on the road. Then **call us when they arrive in our driveway** on 703 687 7641 in order for the wedding co-ordinator to direct them to a drop off area that is closest to the house for equipment (this is the responsibility of your wedding planner and DJ) Please do not ignore this rule.
- 4) Once equipment unloaded 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 equipment to protect it** (as Greenock is not liable for any equipment brought on our property)
- 6) For parties of 100 guests or more the DJ is to supply his own DJ Table.
- 7) Please make sure you the DJ have a copy of the **Wedding Timeline** on your phone
- 8) **Kindly dress neatly** (NO HOODIES) as the bridal families and guests will be dressing up for the very 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 to the floor with sufficient tape. Should you NOT have tape you will NOT be allowed to run cords for safety of guests and staff.

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 (to prevent downtime between ceremony and reception)

Please bring along a cordless microphone as this may be needed by the officiant, for speeches or saying grace by the bridal family. You will also need it for your Master of Ceremonies duties, to make announcements throughout the wedding.

DUTIES

- 1) Kindly play background music for ambience while guests are arriving 30min 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 photography hour as background music
- 4) Once cocktail hour/photography 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) order of names to be called 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 (get the name of the person doing this from the bride and groom)
 - Doing toasts and speeches (get the list of names from the couple of who is saying speeches)
 - Dinner is to be served (later 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 please wish the guests good night
 - Guest send off with Sparklers (to be done in the front garden on the grass near front door) Permission for this is strictly done at the end of the event ONLY. No fake send offs permitted.

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