

# Wedding Reception Planner Sheet



*Professional  
Disc Jockey Service*

2631 Bever Ave SE  
Cedar Rapids, IA 52403  
319-350-4318  
www.mattkrug.com

Wedding Date:

Couple's Married Names:

Mailing address:

E-mail address:

Phone number(s):

Reception site name and location:

Number of guests:

Set-up time:

Dinner music times:

Dance music times:

Tentative ending time:

Introduction of Bride/Groom & Wedding Party? Y / N  
(Please include names and the order on the back of this planner)

Cake Cutting Announcement? Y / N

Microphone available for Blessing? Y / N By whom?

Microphone available for Toasts? Y / N By whom?

Other events before the dance?

 **Music** (Please include song title and artist)

First dance ~ (Bride & Groom)

Second dance ~ with who? (Suggestion - bride and father and/or groom and mother)

Third dance - with who? (Suggestion - Wedding Party)

Bouquet Toss? Y / N

Garter Toss? Y / N

Dollar dance? Y / N

Any songs you absolutely don't want played?

Last Dance of the evening:

Email this form to:  
[mattkrug@yahoo.com](mailto:mattkrug@yahoo.com)