

Wedding Reception Planning Worksheet



Name: _____ Phone: _____
_____ email: _____
Date of Reception: _____ Location: _____

Please take a few minutes to fill out this worksheet and return it to me at least one month prior to your wedding. This will help the DJ plan your reception and make it a night to remember. Feel free to call me anytime for advice on any of the formalities.

Wedding Party

Ushers: _____

Bridesmaids:

Groomsman:

Maid/Matron of Honor:

Best Man:

Flower Girl:

Ring Bearer:

Bride:

Groom:

Father of the Bride:

Father of the Groom:

Mother of the Bride:

Mother of the Groom:

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Below I have listed the reception formalities in the suggested order. You may alter this in any way if you like. If different than suggested, please indicate the order to the left of the heading (ex. 1 Toast).

Entrance

How would you prefer to be announced? _____

What music would you like played during? _____

Would you like your wedding party announced?

Yes No

Toast

Will there be a toast? Yes No

If "YES", who will be giving the toast?

Prayer

Will there be a Prayer? Yes No

If "YES", who will be saying the Prayer?

Dinner

Will the meal be a Buffet or Sit Down dinner?

How many guests are you expecting?

What time is dinner to be served?

Cake Cutting

Would you like to cut the cake before or after dinner? _____

Special Dances

Title

Artist

First Dance:

Wedding Party Dance:

Mother/Son Dance:

Father/Daughter Dance:

Bouquet/Garter Toss

What would like played during the garter removal? _____

Dollar Dance

Will you be having a Dollar Dance? Yes No

Other Instructions

