



## Reception Planning Guide

Contract #: \_\_\_\_\_ Return By: \_\_\_\_\_

Event Date: \_\_\_\_\_ Start & End Times: \_\_\_\_\_

Bride (Maiden Name) & Groom: \_\_\_\_\_

### EVENT INFORMATION

Venue/Caterer: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Preferred attire for DJ/Entertainer:  Formal (Tuxedo)  Semi-Formal (Suit & Tie)  Casual

This event is taking place:  Indoors  Outdoors  Both In & Outdoors Are stairs involved?  Yes  No

Will table be provided for DJ?  Yes  No What time will guests arrive? \_\_\_\_\_

Approximate number of guests: \_\_\_\_\_ Primary age group: Between ( \_\_\_\_\_ & \_\_\_\_\_ )

Dinner to be served:  Sit-Down  Family Style  Stations  Buffet Other: \_\_\_\_\_

What time will dinner be served? \_\_\_\_\_ Will dinner be provided for the Entertainer(s)?  Yes  No

Bridal Table Seating?  Place Cards  Male One Side/Female One Side  Alternate Male/Female

Photographer Name: \_\_\_\_\_ Videographer Name: \_\_\_\_\_

### COCKTAIL & DINNER MUSIC - CHECK THE TYPE OF MUSIC YOU PREFER FOR (C) COCKTAIL & (D) DINNER

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> C <input type="checkbox"/> D - Jazz           | <input type="checkbox"/> C <input type="checkbox"/> D - Classical    | <input type="checkbox"/> C <input type="checkbox"/> D - Big Band |
| <input type="checkbox"/> C <input type="checkbox"/> D - Ballads-Vocals | <input type="checkbox"/> C <input type="checkbox"/> D - Light Rock   | <input type="checkbox"/> C <input type="checkbox"/> D - New Age  |
| <input type="checkbox"/> C <input type="checkbox"/> D - DJ Choice      | <input type="checkbox"/> C <input type="checkbox"/> D - Other: _____ |  |

### DANCE MUSIC - CHECK THE TYPE OF MUSIC YOU & YOUR GUESTS WOULD ENJOY WHEN DANCING

<b>DANCE:</b> <input type="checkbox"/> Current <input type="checkbox"/> Hip Hop/Rap <input type="checkbox"/> 80s/90s <input type="checkbox"/> Reggae <input type="checkbox"/> Disco <input type="checkbox"/> R&B/Funk	<b>LATIN:</b> <input type="checkbox"/> Rumba <input type="checkbox"/> Tango <input type="checkbox"/> Cha-Cha <input type="checkbox"/> Reggaetone <input type="checkbox"/> Meringue <input type="checkbox"/> Salsa
<b>ROCK:</b> <input type="checkbox"/> Modern <input type="checkbox"/> Alternative <input type="checkbox"/> Classic 70s <input type="checkbox"/> Metal	<b>OLDIES:</b> <input type="checkbox"/> 50s <input type="checkbox"/> Rock n' Roll <input type="checkbox"/> 60s <input type="checkbox"/> Motown/R&B
<b>COUNTRY:</b> <input type="checkbox"/> Today's <input type="checkbox"/> Traditional	<b>STANDARDS:</b> <input type="checkbox"/> Big Band <input type="checkbox"/> Swing
<b>SLOW:</b> <input type="checkbox"/> Romantic <input type="checkbox"/> Ballroom/Waltzes <input type="checkbox"/> Country <input type="checkbox"/> Fox Trot	<b>POLKAS:</b> <input type="checkbox"/> Polish <input type="checkbox"/> Slovenian <input type="checkbox"/> German <input type="checkbox"/> Italian
<b>NOVELTY:</b> <input type="checkbox"/> Shout <input type="checkbox"/> YMCA <input type="checkbox"/> Cupid Shuffle <input type="checkbox"/> Conga <input type="checkbox"/> Hokey Pokey <input type="checkbox"/> Locomotion <input type="checkbox"/> Electric Slide <input type="checkbox"/> Hot, Hot, Hot <input type="checkbox"/> Limbo <input type="checkbox"/> Cha Cha Slide <input type="checkbox"/> Macarena <input type="checkbox"/> Chicken Dance <input type="checkbox"/> Cleveland Shuffle <input type="checkbox"/> C'mon 'N Ride It (The Train)	

NOTES: \_\_\_\_\_

# GRAND ENTRANCE & BRIDAL DANCE PAGE

GRAND  
ENTRANCE  
Order  
(DJ ONLY)

Please indicate how you would like us to formally introduce everyone for the Grand Entrance & Bridal Dance. (Mr. & Mrs., etc) Print names phonetically, where applicable. Also, list all names of persons who will be INTRODUCED or given SPECIAL MENTION. If you wish to give SPECIAL MENTION for family or friend(s) not listed in a category below, please print them on the separate addendum sheet provided.

BRIDAL  
DANCE  
Order  
(DJ ONLY)

<input type="checkbox"/>	<b>Bride &amp; Groom:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Bride's Parents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Mother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Father w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Groom's Parents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Mother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Father w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Maid/Matron of Honor</b> (Circle Maid or Matron)	<b>Best Man</b>
<input type="checkbox"/>	(1) Maid / Matron: _____	(1) Best Man: _____
<input type="checkbox"/>	(2) Maid / Matron: _____	(2) Best Man: _____
<input type="checkbox"/>	<b>Bridesmaids</b> (Include Jr. Bridesmaids)	<b>Groomsmen</b> (Include Jr. Groomsman & Ushers)
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	(1) Flower Girl: _____	(1) Ring Bearer: _____
<input type="checkbox"/>	(2) Flower Girl: _____	(2) Ring Bearer: _____
<input type="checkbox"/>	<b>Bride's Grandparents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Grandmother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grandfather w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Bride's Grandparents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Grandmother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grandfather w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Groom's Grandparents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Grandmother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grandfather w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Groom's Grandparents:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	(or) <b>Grandmother w/Other:</b> _____	<input type="checkbox"/>
<input type="checkbox"/>	<b>Grandfather w/Other:</b> _____	<input type="checkbox"/>

# WEDDING RECEPTION AGENDA

Yes  No **Receiving Line** (At the reception)

Time \_\_\_\_\_

Yes  No **Grand Entrance** (Use the Grand Entrance & Bridal Dance Page for detailed information.)

Time \_\_\_\_\_ Order \_\_\_\_\_

(Parents)  Yes  No (Wedding Party)  Yes  No (Grandparents)  Yes  No

Other: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

**(For Bridal Party)**

Song Title & Artist: \_\_\_\_\_

**(For Bride & Groom)**

Yes  No **Toast(s)** (Print first & last names phonetically, where applicable)

Time \_\_\_\_\_ Order \_\_\_\_\_

Best Man: \_\_\_\_\_ Title: \_\_\_\_\_

Maid/Matron: \_\_\_\_\_ Title: \_\_\_\_\_

Bride & Groom: \_\_\_\_\_ Title: \_\_\_\_\_

Other: \_\_\_\_\_ Title: \_\_\_\_\_

(Champagne Toast)  Yes  No Other: \_\_\_\_\_

(All Tables)  Yes  No (Reserved Tables)  Yes  No (Head Table Only)  Yes  No

Indicate the order you would like the toasts to be given by numbering the boxes if applicable.

Yes  No **Prayer/Blessing** Given by: \_\_\_\_\_

Time \_\_\_\_\_ Order \_\_\_\_\_

Yes  No **Dinner** (Table Visits after dinner)  Yes  No

Time \_\_\_\_\_ Order \_\_\_\_\_

Yes  No **Cake Cutting**  (Before Dinner)  (After Dinner)

Time \_\_\_\_\_ Order \_\_\_\_\_

(Pastries are to be served as dessert, not the cake)  Yes  No

(Wedding cake to be served as dessert)  Yes  No

Song Title & Artist: \_\_\_\_\_

Check with your caterer to decide the best time to cut your wedding cake.

Yes  No **Bride & Groom's 1st Dance**

Time \_\_\_\_\_ Order \_\_\_\_\_

Bride & Groom (as): \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

Write in how you want to be introduced for the first dance.

Yes  No **Bridal Dance** (Use the Grand Entrance & Bridal Dance Page for detailed information.)

Time \_\_\_\_\_ Order \_\_\_\_\_

(Will parents be included?)  Yes  No

(Will parents switch?)  Yes  No

(Will Bridal Party switch?)  Yes  No

(Circle Bride & Groom?)  Yes  No

**Please list 3 songs that may be used.** (List in the order you would like them played)

Song Title & Artist: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

The DJ will play the appropriate number of songs to accommodate the Bridal Party & Parents to complete the Bridal Dance.

# WEDDING RECEPTION AGENDA (CONTINUED)

Yes  No **Father/Daughter Dance** Time \_\_\_\_\_ Order \_\_\_\_\_  
(Father & Bride's Names) : \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Mother/Son Dance** Time \_\_\_\_\_ Order \_\_\_\_\_  
(Mother & Groom's Names) : \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Other Dance or Event** (Specify Type): \_\_\_\_\_ Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Other Dance or Event** (Specify Type): \_\_\_\_\_ Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Bouquet Toss** Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Garter Removal & Toss** Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Garter Remount** Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Have a photo of the girl and guy who catch the Bouquet & Garter taken with the Bride & Groom.

Yes  No **Anniversary Dance** (Bouquet or Gift presented to couple married the longest)  Yes  No Time \_\_\_\_\_ Order \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Yes  No **Dollar Dance** (Specify Music Style): \_\_\_\_\_ Time \_\_\_\_\_ Order \_\_\_\_\_  
(w/ shots  Yes  No)

**Last song of the evening** Time \_\_\_\_\_  
Song Title & Artist : \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# WEDDING RECEPTION ADDENDUM PAGE (SEE REVERSE SIDE FOR MUSIC REQUEST GUIDE)

*DJ's Opening Announcement* before dinner to include: (Make appropriate selections below.)

Yes  No Cameras provided on tables

Yes  No Guests to sign Portrait or Picture

Yes  No Remind guests to sign the Guest Book

Yes  No Center Pieces or Gifts for the guests

Yes  No Video or Slide Presentation

Yes  No Special Tradition(s) not listed

Notes: \_\_\_\_\_  
\_\_\_\_\_

*Special Mentions* (Make appropriate selections below.)

Yes  No The names of Bride & Groom's Grandparents

Yes  No The names of Bride & Groom's Parents

Yes  No The names of Wedding Party

Yes  No The names of Friend(s) or Relative(s)

Notes: \_\_\_\_\_  
\_\_\_\_\_

*Dedications* (Songs Optional) \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Message: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Message: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Message: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

To: \_\_\_\_\_ From: \_\_\_\_\_

Message: \_\_\_\_\_

Song Title & Artist: \_\_\_\_\_

*Anniversaries* (Years optional) \_\_\_\_\_

Names: \_\_\_\_\_ Date: \_\_\_\_\_ Years: \_\_\_\_\_

Names: \_\_\_\_\_ Date: \_\_\_\_\_ Years: \_\_\_\_\_

Names: \_\_\_\_\_ Date: \_\_\_\_\_ Years: \_\_\_\_\_

Names: \_\_\_\_\_ Date: \_\_\_\_\_ Years: \_\_\_\_\_

*Birthdays* (Ages optional) \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Age: \_\_\_\_\_

# WEDDING RECEPTION MUSIC & HEAD TABLE GUIDE (SEE REVERSE SIDE FOR ADDENDUM PAGE)

*How Should the DJ/MC Handle Guest Requests?* (Check one)

- 1) Use discretion in playing requests to maximize dance participation. . .
- 2) Play any request without any regard to dance participation. . . . .

**Requests to Play:** Please list your requests in the area below. If more space is needed, you may use a separate sheet of paper.

Song Title & Artist:

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Song Title & Artist:

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**Play Only if Requested:** Songs not to play, unless requested by the guests \_\_\_\_\_

Song Title & Artist:

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Song Title & Artist:

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**Do Not Play Under Any Circumstances:** Songs not to be played for any reason \_\_\_\_\_

Song Title & Artist:

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Song Title & Artist:

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**Head Table Seating:** List the names of your Wedding party to let us know where they are seated (optional) \_\_\_\_\_

## Groom's side of Head Table

G 1: \_\_\_\_\_  
G 2: \_\_\_\_\_  
G 3: \_\_\_\_\_  
G 4: \_\_\_\_\_  
G 5: \_\_\_\_\_  
G 6: \_\_\_\_\_  
G 7: \_\_\_\_\_  
G 8: \_\_\_\_\_  
G 9: \_\_\_\_\_  
G 10: \_\_\_\_\_

## Bride's side of Head Table

B 1: \_\_\_\_\_  
B 2: \_\_\_\_\_  
B 3: \_\_\_\_\_  
B 4: \_\_\_\_\_  
B 5: \_\_\_\_\_  
B 6: \_\_\_\_\_  
B 7: \_\_\_\_\_  
B 8: \_\_\_\_\_  
B 9: \_\_\_\_\_  
B 10: \_\_\_\_\_

