

Reception Planner

Bride's Name: _____

Number of Guests: _____

Groom's Name: _____

Phone Number: _____

Address after the event

City

State

Zip

Facility Information

Place of Reception: _____

Stairs: No/Yes

Phone Number: _____

Elevator: No/Yes

Contact Person: _____

Can a mirror ball be
hung over the dance

Room Captain: _____

floor? No/Yes

Room Name: _____

Address: _____

Directions to facility: _____

Schedule of Events

Ceremony Location: _____

Wedding Ceremony: _____ to _____

Reception Hours: _____ to _____

Cocktail Hour: _____ to _____

Dinner Music: _____ to _____

Dancing: _____ to _____

Please describe the type of entertainment personality you would like in detail (Subdued, Interactive, Etc.).

Do you want guests to be able to request music other than what has been selected on your playlist? _____

Yes/No

What type of lighting show would you like provided? Circle one: Subtle, Variety, Club Atmosphere

If you have a monogram or image projection where do you want it projected? _____

What are your wedding colors? _____

If you have uplighting what color or colors do you want used? _____

If your package includes a spotlight, please answer the following 3 questions:

Would you like a spot light for special dances? Yes / No

Would you like a spot light for the introduction of Bridal Party? Yes / No

Would you like a spot light for your wedding cake? Yes / No

Contacts

Best contact # for Bride and Groom the week of the reception:

Phone Number: _____

Alternative Contact: _____

Phone Number: _____

Photographer: _____ (company)

Contact Person: _____

Phone Number: _____

Email: _____

Videographer: _____ (company)

Contact Person: _____

Phone Number: _____

Email: _____

Reception Event Planner

We want to ensure your reception goes absolutely perfect, with all the events occurring as planned. We will stay in touch with caterers, photographers, and videographers and make appropriate announcements. You will finalize the order of events at our Music Selection meeting. This is a suggested order of events. Please indicate the events you would like and an approximate time. Song suggestions and selections may be determined at the time of choosing your playlist. At any time you may add or eliminate any event. It is your reception we are here to please you.

_____ **Cocktail Reception:** Music of your selection will be played at conversation level.

Type of Music: _____

_____ **Introduction of the Bridal Party:** DJ will announce the bridal party.

Song Choices: _____

_____ **Welcome:** The welcome is to greet guests to reception and to thank them for their presence. This is usually handled by the father of the bride or other family member. This may also be done by the Bride and Groom or by the DJ for the Bride and Groom.

Name: _____

_____ **Blessing:** This may be the person performing the ceremony or the person welcoming the guests. The DJ will introduce the person giving the blessing.

Name: _____

_____ **DJ will dismiss the Bridal Party to be seated.**

_____ **Dinner:** Music of your selection will be played at conversation level.

Please indicate: Hors d'oeuvres / Sit-down / Buffet. DJ can act as Captain, if one is not provided.

_____ **Toast:** The Best Man and/or Maid of Honor will toast the bride and groom. The parents or others are welcome to toast as well.

Name(s): _____

_____ **Your Love Story:** This picture presentation will show the life of the bride and groom. If shown on a large screen, this will be presented before the conclusion of dinner. If shown on a television, this is best presented continuously during cocktail hour for guests to view at their leisure.

Song Choices (up to four): _____

_____ **Cake Cutting:** DJ will bring up the lights and play the background music as the bride and groom cut the cake.

Song Choice: _____

_____ **First Dance:** The dance floor is reserved for the bride and groom.

Song Choice: _____

Father/Daughter Dance : Following the first dance the bride and her father join together for their own dance. This can also coincide with the Mother/Son dance.

Song Choice: _____
Father's Name: _____

Mother/Son Dance : Following the father/daughter dance the groom and his mother join together for their own dance.

Song Choice: _____
Mother's Name: _____

Bridal Party Dance: The bridal party will be invited to join the bride and groom on the dance floor. All other guests can be asked to join at the song's midway point.

Song Choice: _____

Open Dance Floor: The DJ will pick up the tempo, dim the lights, and get the guests dancing by playing from your playlist. The following events will proceed after this set of fast music.

Bouquet Toss: The bride will toss a bouquet to the single women.

Song Choice: _____

Garter Toss: The groom will remove the bride's garter and toss it to the single men.

Song Choice: _____

Garter On: The single man who caught the garter will put the garter on the single female that caught the bouquet.

Song Choice: _____

Generation Dance: All married couples are asked to come to the dance floor to participate in this special dance. The DJ will play romantic music as the couples dance. The couples will leave the dance floor as the DJ announces years of marriage. The couple married the longest will be the final couple on the dance floor and the DJ will interview them. The bride may choose to give her bouquet to the lady.

Song Choices: _____

Last Dance: Toward the end of the reception the DJ will announce the last song with the bride and groom. The guests will be invited to join them on the dance floor.

Song Choice: _____
Song Choice: _____

Other Events: *Please list and describe other events you would like to include.*

SPECIAL MUSIC SELECTIONS, DEDICATIONS OR EXCLUSIONS

Bridal Party Introduction Sheet

Introduction of the parents is optional.

Do you want to introduce the parents? Yes/No

Would you like to have them introduced in the room _____ or with the bridal party _____?

Parents of the Bride: _____

Additional person: _____

Parents of the Groom: _____

Additional Person: _____

Ushers: _____ and _____

Flower Girl: _____ Ring Bearer: _____

Bridesmaids

Groomsmen

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Ms/Mrs. _____ with Mr. _____

Matron of Honor: _____ with Mr. _____

Maid / Matron of Honor: _____

Best Man: _____

*Ladies and gentlemen, please rise and honor with me,
The new Mr. and Mrs.*
