



Wedding Reception Planner

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Event Details

Your Name: _____ Date of Reception: _____

Your Address: _____ State _____ Zip _____

Your Phone Number: () _____ Day Of Event Cell Phone: () _____

Name of Venue/Banquet Facility: _____

Venue Address: _____ State _____ Zip _____

Venue Contact Person: _____ Venue Phone Number: () _____

We are offering: ___ full-service dinner ___ buffet ___ neither Approx. # of guests: _____

Wedding Party Introductions

(Many couples choose to skip these introductions.)

Flower Girl Name: _____ Escorted in by, Ring Bearer Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Bridesmaid Name: _____ Escorted in by, Groomsmen Name: _____

Maid of Honor Name: _____ Escorted in by, Best Man Name: _____

Bride and Groom Introduction

Introduce the bride and groom at the reception as: (specify a specific song if requested)

(Standard is "Mr. & Mrs. Adam and Jane Smith")

Early Event Background Music

Cocktail Hour: (choose one)

- ___ Smooth Jazz
- ___ Standards/Big Band
- ___ Classical
- ___ Early R&B/Motown
- ___ Modern R&B
- ___ **DJ's Choice
- ___ Other _____

Dinner Background: (choose one)

- ___ Smooth Jazz
- ___ Standards/Big Band
- ___ Classical
- ___ Early R&B/Motown
- ___ Modern R&B
- ___ **DJ's Choice
- ___ Other _____

Please specify who will be saying the dinner blessing if applicable: _____

Formalities

Formalities are listed in order that has worked for most weddings.

Our reception will include:

___ **Toast(s) to the Bride and Groom**

(Preparation Hint: Most photographers prefer the toasts to be staged next to the cake.)

Toastmaster 1: _____

Toastmaster 2: _____

Toastmaster 3: _____

Toastmaster 4: _____

___ **Bride & Groom Thank Guests and Toast One Another**

___ **Cut the Wedding Cake** (Song _____)

___ **Bride and Groom's First Dance**

Title of Song: _____

Artist: _____

___ **Father & Daughter Dance**

Title of Song: _____

Artist: _____

The Bride will dance with Mr. _____

Please specify a new order of events should you prefer something unique.

Formalities continued...

___ **Mother & Son Dance**

Title of Song: _____

Artist: _____

The Groom will dance with Mrs. _____

___ **Anniversary Dance**

(The traditional anniversary dance is a celebration of marriage where couples are dismissed from the dance floor based on the number of years they have been married. The longest married couple will give a blessing or acknowledge how they've made it through the years.)

Title of Song: _____

Artist: _____

___ **Throwing the Bouquet**

Title of Song: _____

Artist: _____

___ **Removing and Throwing the Garter**

Title of Song: _____

Artist: _____

___ **Miscellaneous Dances**

(Some couples choose to do a money dance or other additional dances that are unique cultural or family traditions.)

Title of Song: _____

Artist: _____

___ **Wedding Party Dance (Doesn't Happen Often)**

(This dance is best done as the last formality, just before the dance floor is opened for the guests. It places the key wedding party members up front and helps get guests up and dancing afterward.)

Title of Song: _____

Artist: _____

Dance Music

Which Songs Do We Play For Dancing?

- ONLY play from our “Must Play” list and “Preferred Play” list.
- Play many of the selections from our “Must Play” list and “Preferred Play” list while reading the crowd and choosing songs you know get a good response.
- Play from your Top 100 dance songs for weddings. We understand these are the top rated songs for dancing and they give us the best chance of getting our guests dancing.

Do We Play Guest Requests?

- Yes, if the song is appropriate for a wedding and it is a dance song.
- No thank you. Please inform guests that a custom play list has been chosen.

Styles of Music for Dancing (choose many):

Please select the styles and genres from the list below you would feel comfortable listening to at your wedding.

- | | |
|---|--|
| <input type="checkbox"/> Big Band/Swing | <input type="checkbox"/> 00's Dance & Top 40 |
| <input type="checkbox"/> 60's and 70's Motown | <input type="checkbox"/> Classic Rock |
| <input type="checkbox"/> 70's Funk & Disco | <input type="checkbox"/> Latin |
| <input type="checkbox"/> 80's Dance & Top 40 | <input type="checkbox"/> Reggae |
| <input type="checkbox"/> 80's New Wave | <input type="checkbox"/> New Country |
| <input type="checkbox"/> 80's & 90's Hip Hop | <input type="checkbox"/> **DJ's Choice |
| <input type="checkbox"/> 90's Dance & Top 40 | <input type="checkbox"/> Other: _____ |

“Do Not Play” List

Styles and Song Titles: (Polka, *The Chicken Dance*, YMCA, etc?)

We have thousands of songs in our library and for a typical four-hour wedding reception, on average; we only need about 10-15 songs from you to get an idea of your musical interests.

“Must Play” Dance Songs

Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
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Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____
Title: _____	Artist: _____

Thank you for taking the time to complete this form. It enables us to custom tailor your specific needs for your special day. It is important to us, as you’re DJs, that your reception be exactly the way you dream it. Please feel free to ask us any questions or voice any concerns that you may have.