



WEDDING RECEPTION PLANNER

Bride: _____ Home Phone#: _____

Email: _____ Cell Phone #: _____

Groom: _____ Home Phone#: _____

Email: _____ Cell Phone #: _____

RECEPTION INFORMATION

Date of Reception: _____ No. Of Guests: _____

Hall Name: _____ Hall Phone #: _____

Hall Address: _____

Special Directions: _____

How would you like your DJ to dress? _____

SET UP TIME

What time is your ceremony? Start: _____ AM/PM End: _____ AM/PM

What time is your reception? Start: _____ AM/PM End: _____ AM/PM

What time is music? Start: _____ AM/PM End: _____ AM/PM

What time will your guests arrive at the reception? _____

What time will the bride and groom arrive? _____

Will there be a blessing for the meal? Yes / No _____ Who will give blessing? _____

RECEPTION FLOW

Would you like the DJ to introduce the Bride and Groom? Yes / No

How would you like the Bride and Groom to be introduced? _____

Would you like the DJ to introduce or announce the wedding party? Yes / No

Bridesmaid	Escorted by	Groomsman
1. _____		1. _____
2. _____		2. _____
3. _____		3. _____
4. _____		4. _____
5. _____		5. _____
6. _____		6. _____

More: _____	More: _____
_____	_____
_____	_____

The following is a list of items that may take place at your reception. Please check the items you desire at your reception.

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Receiving Line | <input type="checkbox"/> Bouquet Toss |
| <input type="checkbox"/> Dinner / Buffet | <input type="checkbox"/> Garter Toss |
| <input type="checkbox"/> Cake Cutting | <input type="checkbox"/> Dollar Dance |
| <input type="checkbox"/> Toast to Bride / Groom | <input type="checkbox"/> Other _____ |

Bride & Groom Dance: _____ (Song / Artist)
Father & Bride Dance: _____ (Song / Artist)
Mother & Groom Dance: _____ (Song / Artist)
Parent's Dance: _____ (Song / Artist)

Bride's Parents
Father: _____ Mother: _____
Groom's Parents
Father: _____ Mother: _____

MUSIC VARIETY

Your DJ may take requests from your guests and play ONLY requests based upon YOUR music style selections. Please select the music styles you want played at your event.

- | | |
|---|---|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> R & B |
| <input type="checkbox"/> Top 40's | <input type="checkbox"/> Alternative |
| <input type="checkbox"/> 90's | <input type="checkbox"/> Country Oldies |
| <input type="checkbox"/> 80's | <input type="checkbox"/> Contemporary Country |
| <input type="checkbox"/> 70's | <input type="checkbox"/> Polkas |
| <input type="checkbox"/> 60's | <input type="checkbox"/> Waltzes |
| <input type="checkbox"/> 50's | <input type="checkbox"/> Big Bands |
| <input type="checkbox"/> Other: _____ | |

ICE BREAKERS

- | | |
|---|--|
| <input type="checkbox"/> Macarena | <input type="checkbox"/> Twist |
| <input type="checkbox"/> Snowball Dance | <input type="checkbox"/> Limbo |
| <input type="checkbox"/> Conga Line | <input type="checkbox"/> Electric Slide |
| <input type="checkbox"/> Macho Man | <input type="checkbox"/> Hokey Pokey |
| <input type="checkbox"/> Chicken Dance | <input type="checkbox"/> Shout |
| <input type="checkbox"/> Cotton Eyed Joe | <input type="checkbox"/> Survivor |
| <input type="checkbox"/> Bunny Hop | <input type="checkbox"/> Country Line Dances |
| <input type="checkbox"/> Cha Cha Slide | <input type="checkbox"/> Stroll |
| <input type="checkbox"/> Circle Two | <input type="checkbox"/> Remedial Disco / YMCA |
| <input type="checkbox"/> Slow Ladies Choice | <input type="checkbox"/> Flying Dutchman / Butterfly |

Other Dances you may have seen or know of that are not listed: _____

SPECIAL ATTENTIONS, ANNOUNCEMENTS, DEDICATIONS OR REQUESTS

Are there any special situations or things your DJ should know? (Divorces, Step Parents, Recent Funeral, Handicaps, etc.) _____

We are happy to announce where you are going on your honeymoon, birthdays, anniversaries or any other special occasion or, if you like, you can use our microphone for your own announcements. Would you like any special announcements made by your DJ? _____

ORDER OF EVENTS

The order of events for your Reception is critical for making sure your event runs smooth. Please take a moment to note the order of events you have scheduled for your reception. It is not necessary to put all of the details in this area, but please include the general description.

Time	Event
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

SPECIAL INSTRUCTIONS / DIRECTIONS

Any further instructions for the DJ regarding the planning of your event can be documented below. It is recommended that you also communicate this directly with the DJ that coordinated your event.
