

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.)

Please list names and the relationship to the bride and groom. Introductions are usually performed in this order: Grandparents, Parents of the Bride, Parents of the Groom, Flower Girl with Ring Bearer, Jr. Bridesmaid and Jr. Usher, Bridesmaids and Ushers, Maid or Matron of Honor and Best Man.

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Name: _____ escorted by Name: _____

Relationship: _____ Relationship: _____

Bride and Groom Introduction

Introduce the bride and groom at the reception as:

(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**

___ **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.

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, no matter what it is.
- Yes, if the song is appropriate for a wedding.
- 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):

Some styles of music are not widely danceable and may not go over well at weddings. These music choices often result in large numbers of guests leaving the reception early. This includes music styles like Indie Rock/Alternative, Grunge, House, Techno, Old Country, Rap, New R &B, Hard Rock and Heavy Metal. These styles are to be discouraged.

- | | |
|---|--|
| <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?)

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

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Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

What Should the DJs Do If No One Dances?

- Come get us and we will rally the wedding party and friends to the dance floor to get things going. We understand our influence is greater than our DJ's.
- Get on the microphone and try to rally our guests to get onto the dance floor. We will dance too.
- Don't worry about it. Just play some dance and party music and it won't bother us if no one dances.

DJ Involvement Level:

- We prefer our DJ to be noticed very little. Please work the music quietly and do not say anything on the microphone.
- We prefer our DJ to stay in the background during the reception and make a few professional announcements to keep our guests informed and involved.
- We have no plans for anyone else to MC. Our DJ should make all the introductions and announcements. Feel free to take the spotlight should guest's energy level seem to decline.

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 your 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.