



Wedding Reception Planning Worksheet

General Information

Reception Date: _____ Reception Location: _____
Bride's Name: _____ Groom's Name: _____
Bride's Parents: _____ Groom's Parents: _____
Maid/Matron of Honor: _____ Best Man: _____

Agenda

_____ Pm Guest Arrive. What time are you having the guest arrive to the reception? Will they be coming directly into the reception room or will there be a separate cocktail room that they will arrive to first?

Pm Music Begins. What time do you want us to begin playing music? Generally it's when guest arrive to the reception. What type of music would you prefer? If nothing in particular is requested the standard dinner music will be played. Some examples of the standards we play are: Acoustic versions of popular songs by popular artists, Vam Frank Sinatra, Dean Martin, Paul Anka, Michael Buble etc.

_____ Pm Bride and Groom Arrive. What time are you planning to be brought into the reception?

Pm Introduction of the Wedding Party. What time and do you want us to introduce you initially into the reception. How? Exactly? What Song?

Entrance Song:Title	Artist
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Do you want to have the members of the Wedding Party introduced? If so, please provide us with their names in the same order as at the ceremony with the Best Man and the Maid / Matron of Honor coming in last, immediately before you come in. The absolute easiest way to introduce the wedding party is to announce their first names only. Every DJ will "screw up" a person's last name and it leads to embarrassment to the DJ and the person in the Wedding Party. Do you want the last names announced? If so please spell them out phonetically How do you want to be announced as a couple? Example:" Ladies and Gentleman the New Mr. and Mrs. John Doe!" Or "Mr. and Mrs. John and Jane Doe!" Etc.

Escorted by:	_____
Escorted by:	_____
Escorted by:	_____
Escorted by:	_____
Escorted by:	_____
Escorted by:	_____

Bride and Groom's Announcement

Bride: _____ **Groom:** _____

(The first names you would like to be referred to)

_____ Pm Welcome. If the Father of the Bride/Groom or any one else would like to say a few short words of welcome, please let us know. Traditionally this comes before the toasts.

_____ Pm Toast. The Best man's toast is traditionally done before dinner and after the wedding parties' introduction. Please let us know if anybody else plans on doing a toast. Like the Maid/Matron of Honor, a Bridesmaid, a Groomsman, etc. The Best Man's is always last

_____ Pm Blessing. The blessing is traditionally done immediately after the toasts and before dinner. If there is a blessing, who will be providing it?

Name: _____

_____ Pm Dinner Served. What time are the caterers planning to begin serving dinner?

Pm Cake Cutting. What time would you prefer to cut the cake? Some couples cut it right after they are introduced into the reception, some wait to do it right before the Traditional Dances are performed? Do you have a specific song you want played?

Title _____ **Artist** _____

Pm Traditional Dances. The traditional first dances of the evening will open the dance floor, after which your guests will be able to dance with you for the rest of the evening. Typically, you want to wait until the guests are finished eating. Please check off the dances you would like to include, as well as indicating the song and artist you would like to use for them. Just X through the events you are NOT doing

First Dance:	Title _____	Artist _____
Bride/Father:	Title _____	Artist _____
Groom/Mother:	Title _____	Artist _____
Wedding Party:	Title _____	Artist _____
Bouquet and Garter:	Title _____	Artist _____

___ Dollar Dance. Yes or No? We will provide the appropriate music needed, unless there is something in particular you would prefer to be played?

Group Dances Please check the dances you are fine with/or WANT at your reception.

___ Duck Dance ___ Y.M.C.A ___ Married Couples ___ Macarena ___ Wobble ___ Cupid Shuffle ___ Cha Cha Slide ___ Shout ___ Whip Nae Nae ___ Time Warp ___ Electric Slide ___ Hokey Pokey ___ Dougie

___ Pm Other Announcements. Please let us know if there are there any other announcements that you would like made. (I.E. birthdays, anniversaries, closing, etc)

Pm Music Ends. What time would you like the music to stop, typically at the end of the night? Is there a last song that you wanted played?

Title _____ **Artist** _____

Room Layout Please sketch an approximate layout of the room. Let us know where you would like the equipment set up? We suggest the set up be close to the dance floor, so we can have a good volume there without the music being too loud for guests at their tables. Please give room layout to the best of your ability. (Rough drawings are fine we just need a basic idea of where you want the DJ to be setup)

