



## WEDDING RECEPTION PLANNING GUIDE

Function Date: \_\_\_\_\_ DJ: \_\_\_\_\_

Bride: \_\_\_\_\_ Bride: \_\_\_\_\_

Bride's Mother: \_\_\_\_\_ Bride's Mother: \_\_\_\_\_

Bride's Father: \_\_\_\_\_ Bride's Father: \_\_\_\_\_

At this time [ ] Parents Married [ ] Parents Not Married At this time [ ] Parents Married [ ] Parents Not Married

Step Parent: \_\_\_\_\_ Step Parent: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Friend: \_\_\_\_\_

Master of Ceremonies: \_\_\_\_\_

Microphone required for toasts: [ ] Yes [ ] No [ ] Don't know

### CEREMONY

Time: \_\_\_\_\_ Place: \_\_\_\_\_

Time Bride & Bride will be arriving at the Reception Hall:  
\_\_\_\_\_

### COCKTAIL MUSIC

Time: \_\_\_\_\_ Location: \_\_\_\_\_

Music Style: \_\_\_\_\_

Second (2<sup>nd</sup>) Music System required for this? [ ] Yes [ ] No

### ENTRANCE TO VENUE

Do you wish the DJ to announce the Bride & Bride's entrance to the venue? [ ] Yes [ ] No

Will this be done by your Dinner M/C? [ ] Yes [ ] No Name \_\_\_\_\_

Wedding Party entrance? [ ] Yes [ ] No

Music Selection: \_\_\_\_\_

Music Selection for B&G (if different from above) \_\_\_\_\_

First B&G Dance before dinner? [ ] Yes [ ] No

Music Selection: \_\_\_\_\_

### DINNER MUSIC

Scheduled Start time: \_\_\_\_\_ Will the DJ receive Dinner? [ ] Yes [ ] No

Particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Kissing Game** [ ] Yes [ ] No

Particulars: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Table Centerpieces** Give-away? [ ] Yes [ ] No

Do you wish the DJ to co-ordinate this activity? [ ] Yes [ ] No

**Disposable Cameras on the tables?** [ ] Yes [ ] No

Would you like the DJ to coordinate their collection during the evening? [ ] Yes [ ] No

## DANCING

Scheduled Start time: \_\_\_\_\_

Introduction of Bridal couple for first dance as: \_\_\_\_\_

**First Dance Selection:** \_\_\_\_\_

Do you wish the Bride & Bride ONLY on this dance? [ ] Yes [ ] No

If not, do you wish the *Wedding Party* to join-in half way through the first dance? [ ] Yes [ ] No

Would you like to select a SECOND dance selection for your Wedding Party? [ ] Yes [ ] No

**Second Dance Selection:** \_\_\_\_\_

Would you like to select a THIRD dance selection for your Bride/Father or Bride/Mother Dance?

[ ] Yes [ ] No **Selection:** \_\_\_\_\_

Would you prefer to do this particular dance LATER in the evening? [ ] Yes [ ] No

Do you have any special or ethnic music requirements for some of your guests? [ ] Yes [ ] No

Type of music: \_\_\_\_\_

Will you or any of your guests provide any of this music? [ ] Yes [ ] No

## BOUQUET & GARTER TOSS

Will the Bride be throwing the Bouquet? [ ] Yes [ ] No

Will the Bride be removing the Garter from the Bride's leg? [ ] Yes [ ] No

Would you like the DJ to coordinate these activities with the guests? [ ] Yes [ ] No

What time would you like this activity to happen? \_\_\_\_\_

Music Selection: \_\_\_\_\_

Alternate choice for this music would be: \_\_\_\_\_

## WEDDING CAKE CUTTING

Would you like the DJ to announce the cutting of the wedding cake by the B&G?  Yes  No

Is the cake a real cake?  Yes  No Will the cake be cut and served to guest later?  Yes  No

Cake Cutting Ceremony Scheduled Time: \_\_\_\_\_

Music Selection: \_\_\_\_\_

## SWEET TABLE

Will there be a *Sweet Table* during the evening?  Yes  No

Would you like this announced to the guests by the DJ at the time?  Yes  No

At what time during the evening is this planned? Time: \_\_\_\_\_

## SPECIAL ANNOUNCEMENTS

The DJ will be prepared to handle any *special* announcements that may be required during the evening. If there are any special guests from out-of-town, anniversaries or birthdays you wish announced during the function, please specify:

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## MUSIC REQUESTS

We are delighted to take music requests at the function. Our policy on such requests are to try and play as many of them as possible provided such requests are **danceable, popular, recognizable** and **appropriate** for the guests at any function. Requests for music that is offensive to any guest, race, creed, religion or otherwise will NOT be played. The DJ reserves the right to disregard any request that does not meet this policy, or any selection that cannot be programmed properly into the music presentation of the evening regardless of who the requestor is.

We have provided you with a form on which you can fill out any personal special music requests you have that you would like played throughout the evening. We will give your music requests priority during the function.

### **DO NOT PLAYS**

Are there any song selections you **do not want** played? (i.e. Strokin', Mony Mony etc.)  Yes  No

What are they? \_\_\_\_\_  
\_\_\_\_\_

If any of the above songs are "requested" by a guest, should we play them?  Yes  No

## **Guest Interactive and Participation Songs**

Chicken Dance  ok to play  Do not Play  Play if requested  Check with B&G first  
Marcarena  ok to play  Do not Play  Play if requested  Check with B&G first  
YMCA  ok to play  Do not Play  Play if requested  Check with B&G first  
Hokey Pokey  ok to play  Do not Play  Play if requested  Check with B&G first  
Slosh  ok to play  Do not Play  Play if requested  Check with B&G first  
Gay Gordons  ok to play  Do not Play  Play if requested  Check with B&G first

## **YOUR GUESTS**

Number of Guests to attend? \_\_\_\_\_

**Age Matrix:** Children \_\_\_\_\_ Teens \_\_\_\_\_ 20's \_\_\_\_\_ 30's \_\_\_\_\_  
40's \_\_\_\_\_ 50's \_\_\_\_\_ 60's+ \_\_\_\_\_

## **LAST DANCE & EXIT FORMAT**

Scheduled Time: \_\_\_\_\_

Music Selection: \_\_\_\_\_

Exit Format  none  Circle  Tunnel

Is there a *Limousine* picking you up after your last dance?  Yes  No

## **BAR**

Is the bar a host or cash bar? \_\_\_\_\_ Bar closing time: \_\_\_\_\_

### **For Office Use**

This Plan completed by: \_\_\_\_\_ on: \_\_\_\_\_  
Agency Representative Date

Within 15 days prior to function

**Reviewed and confirmed** on: \_\_\_\_\_ by: \_\_\_\_\_  
Date Agency Representative