

Wedding Reception Planner

We need this completed by our in-person planning appointment or no later than two to three weeks before your event.

Event Details

Date of Reception: _____

Your Name: _____

Your Address: _____ State _____ Zip Code _____

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

Name of Venue/Banquet Facility: _____

Venue Address: _____ State _____ Zip Code _____

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

How Many Guests Are You Expecting? 50 / 100 / 150 / 200 / 250 / 300
350 / 400 / 450 / 500 / 550 / 600 Other: _____

Will There Be A Dinner or Buffet? Dinner Buffet Neither (Circle one)

Bride & Groom Introduction

Introduce the bride and groom at the reception as:

(Standard is "Mr. & Mrs. James & Sarah Williams")

Early Event Music

The type of music I would like to have for the cocktail hour background music (choose one only):

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

The type of music I would like to have for dinner background music (choose one only):

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

The Formalities

These formalities are listed in the order that works best.

We Will Have In This Order

Dinner or buffet.

Toast to the Bride and Groom.

Note: Most photographers prefer the toasts to be staged next to the cake (a photogenic area).

Toastmaster 1: _____

Toastmaster 2: _____

Toastmaster 3: _____

Toastmaster 4: _____

Bride & Groom To Thank Guests?: _____

Cutting 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. _____

Mother & Son Dance.

Title of Song: _____

Artist: _____

The Groom will dance with Mrs. _____

Combined Parent Dance.

Note: This is the new way of doing parent dances that is very popular where the Father Dance and Mother Dance are done at the same time. This is great for shy couples or when there are multiple sets of parents and step-parents.

Title of Song: _____

Artist: _____

Anniversary Dance

Note: This is a traditional dance that is a celebration marriage where all married couples are invited to the dance floor and excused by five year increments (i.e. "anyone married less than five years is excused from the dance floor") until the last couple remaining is the one married the longest.

Title of Song: _____

Artist: _____

Throwing the Bouquet.

Title of Song: _____

Artist: _____

_____ _____
Removing and Throwing the Garter.

Title of Song: _____

Artist: _____

_____ _____
Wedding Party Dance.

Note: This is best done as the very last formality, just before the dance floor is opened for the guests. It places all the key wedding party members front and center on the dance floor and helps greatly in getting guests up and dancing.

Title of Song: _____

Artist: _____

Dance Music

Which Songs Do We Play For Dancing? (choose one)

- _____ Please play ONLY from our “Must Play” list and “Preferred Play” list.
- _____ Please 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.
- _____ Please 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.
- _____ Dancing is not important to us. Play good dance and party music, but if no one dances, that is fine.

Do We Play Guest Requests? (choose one)

- _____ 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.
- _____ Heck no! I know my crazy uncle will request really bad tunes.

Styles Of Music For Dancing (choose many):

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

“DO NOT PLAY” List

Styles (i.e. Polka) And Songs (i.e. “The Chicken Dance”):

Style of Music: _____

Style of Music: _____

Style of Music: _____

Style of Music: _____

Style of Music: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

Title: _____ Artist: _____

What Do We Do If No One Dances? (choose one)

- Come get us and we will rally the wedding party and friends to get on the dance floor and try to get things going. We understand we influence involvement even more than the DJ.
- Get on the mic and try to rally our guests to get off their chairs and onto the dance floor. We will dance too.
- Don't worry about it. Just play some dance and party music and it is no big deal if people don't feel like dancing.

Style Of DJ

(choose one)

- Please sit quietly in the corner and don't say anything on the mic.
- Please stay in the background during the early reception, make a few professional announcements to keep our guests informed and involved, then bring some energy come dancing time.
- Please be omni-present. We want you to entertain us and bring excitement to the event. We prefer you to be in the spotlight, not us.

***Congratulations!
You Made It!***

Please scan and email this to your DJ or bring it to your in-person planning session.