

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 #1: _____ Best Man #1: _____
(circle one)

Maid / Matron of Honor #2: _____ Best Man #2: _____
(circle one)

Agenda Please fill in the times for the following events:

_____ PM **Guests Arrive.** What time are the guests invited to the reception? Will they come directly into the room with the music or will they be in a separate room for cocktails first? Please discuss this with our wedding coordinator.

_____ PM **Music Begins.** What time would you like for us to begin playing background music? Typically, this happens when guests arrive. What type of music would you like to have played for background music? For some categories, we have given you a sample artist.

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|------------|---|---|---|---|--|--|
| Cocktails: | Classical <small>(Bach, Vivaldi, etc.)</small> | Jazz <small>(Brubeck, Basie, etc.)</small> | Traditional <small>(Sinatra, Martin, etc.)</small> | New Age <small>(Yanni, Enya, etc.)</small> | Soft Rock <small>(Billy Joel, Elton John, etc.)</small> | Contemporary Soft Rock <small>(Jack Johnson, Norah Jones, etc.)</small> |
| Dinner: | Classical <small>(Bach, Vivaldi, etc.)</small> | Jazz <small>(Brubeck, Basie, etc.)</small> | Traditional <small>(Sinatra, Martin, etc.)</small> | New Age <small>(Yanni, Enya, etc.)</small> | Soft Rock <small>(Billy Joel, Elton John, etc.)</small> | Contemporary Soft Rock <small>(Jack Johnson, Norah Jones, etc.)</small> |

_____ PM **Bride/Groom Arrive.** What time are you planning to arrive at the reception? Typically, the bride and groom arrive shortly after the guests have arrived.

_____ PM **Introduction of the Wedding Party.** Would you like your DJ to announce your initial entrance into the reception? If so, how, exactly would you like your DJ to introduce you? (Please note: music will not be played during this time unless requested.)

(for example, The new Mr. and Mrs. John and Jane Doe, The new Mr. and Mrs. John Doe, or The New Mr. John Doe and Mrs. Jane Smith)

Would you like your DJ to introduce the members of the wedding party as well? If so, please provide us with their names as you would like to have them read (for example: Jane Jones escorted by John Smith). We will announce them in the same order as at the wedding ceremony, with the best man and maid/matron of honor coming in last, immediately before you come in.

_____ by _____
 _____ by _____
 _____ by _____
 _____ by _____
 _____ by _____
 _____ by _____

_____ PM **Cake Cutting.** When will you be cutting the cake? Please circle one: As you enter Before Dinner After Dinner

Is there a special song played at this time? Title: _____ Artist: _____

Would you like us to announce the cake cutting? Yes No

_____ PM **Welcome.** If the Father of the Bride, the Groom, or anyone else wants to say a few short words of welcome, please let us know when they would like to speak. Traditionally, this would come immediately before the toast is proposed.

_____ PM **Toast.** The Best Man's toast is traditionally done immediately before dinner, but can be done at any time. Please let us know if there is anyone else that would like to propose a toast of their own.

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

(The blessing can be made by a priest or minister, a family member, or someone else important to you.)

_____ PM **Dinner Served.** What time are the caterers planning to begin serving?

- Please circle one of the following: Sit down dinner buffet dinner food stations hors d'oeuvres only other

Bride: _____ Groom: _____
The "First Names" that you like to go by throughout the night

_____ PM **Traditional Dances.** The Traditional Dances of the evening will open up the dance floor, after which your guests will be able to dance for the rest of the evening. Typically, you will want to wait until a time when most of your guests are almost through with dinner. Please check off the dances you would like to include, as well as indicating which songs you would like to use for them.

_____ **First Dance** Title: _____ Artist: _____
The traditional first dance of the evening, for the wedding couple only.

_____ **Bride/Father** Title: _____ Artist: _____
The traditional dance between the bride and her father. (Usually after Bride & Groom's First Dance)

_____ **Groom/Mother** Title: _____ Artist: _____
The groom and his mother can use a different song, or else join in half-way with the Bride/Father dance.

_____ **Parents Dance** Title: _____ Artist: _____
The wedding couple will dance together, and both sets of parents will dance together.

_____ **Wedding Party** Title: _____ Artist: _____
All members of wedding party will dance (parents optional). Some may invite all guests to join 1/2 way through the song to kick off dancing.

_____ PM **Bouquet and Garter Toss.** Typically, if a couple chooses to throw the bouquet and/or the garter, they will wait at least 30 minutes after the last Traditional Dance to do so. Background music is usually played while the DJ calls the women out for the bouquet and if the groom will throw the garter, a fun song is usually played while it is being removed. If you would like to do this, please let us know what songs to use. Ask your coordinator for alternatives to the bouquet and garter toss.

Bouquet Song Title: _____ Artist: _____

Garter Song Title: _____ Artist: _____

_____ PM **Dollar Dance.** As with the Bouquet and Garter toss, the Dollar Dance usually happens at least 30 minutes after the last Traditional Dance or immediately after the Bouquet and Garter toss. The Dollar Dance is optional.

_____ PM **Other Announcements.** Please let us know if there are any other announcements (birthdays, anniversaries, disposable cameras on the tables, guest book to sign etc.) that you would like for us to announce sometime during the evening.

_____ PM/AM **Music Ends.** Please indicate the time when we should stop playing. This should coordinate with the time you have the hall.

Room Layout

Please sketch or provide us with the approximate layout of the room. Let us know where our equipment should be set up. We suggest having the DJ set up next to the dance floor, so that we can have a good volume there without the music being too loud for guests at their tables.

Miscellaneous Information

How did you hear about us? _____ Why did you choose us? _____

Approximately how many people from each age group will attend? Under 30: _____ 31-50: _____ 51-up: _____

Who is your contact at the hall? _____ Who is the photographer? _____

Who is the videographer? (If any) _____ Is there a wedding planner? If yes, who: _____

What style DJ do you want: (please circle) Quiet (no interaction during dancing) Moderate (interaction only if necessary) Outgoing (lots of interaction)

Is it more important for you to hear your favorite music, or for your guests to be dancing? _____

How many crowd-involvement type songs would you like played (e.g. Electric Slide, Duck Dance, Cha Cha Slide, Anniversary Dance, etc)? _____

Please fill out both sides of this worksheet. If you have questions, please do not hesitate to call us for assistance. We will contact you approximately three weeks prior to your reception to schedule a meeting between you and our wedding coordinator, where we will review this worksheet. Please bring it with you at this time. If you are unable to make this meeting, please mail this worksheet to us. Thank you and congratulations!