

Wedding Reception Planner

This outline is designed to assist you with the many details of your Wedding Reception. We trust you will find it to be a helpful guide. Please submit the following information and/or call our office 4-6 weeks prior to your function to finalize your details

Contract No.	_____
Function Date	_____
Disc Jockey	_____

Bride's Name _____ Groom's Name _____

Guest Arrival Time (reception): _____

Master/Mistress of Ceremonies DJ Other, please specify name _____

If Disc Jockey is to perform introductions, please provide the following information:

	Order of Appearance	Name	Song Title
Bride's Parents	<input type="checkbox"/>	_____	_____
Groom's Parents	<input type="checkbox"/>	_____	_____
Flower Girl	<input type="checkbox"/>	_____	_____
Ring Bearer	<input type="checkbox"/>	_____	_____
Groomsmen	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Bridesmaids	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
	<input type="checkbox"/>	_____	_____
Maid/Matron of Honour	<input type="checkbox"/>	_____	_____
Best Man	<input type="checkbox"/>	_____	_____
Bride & Groom	<input type="checkbox"/>	Introduced As: _____	_____

If Disc Jockey is to perform Master of Ceremonies Duties, please attach a detailed itinerary of events and the names and the order of all speakers.

RECEPTION ITINERARY

Ceremony on Site	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	Music Required	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cocktails	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receiving Line	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Introductions	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Grace	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dinner	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Centrepiece Giveaway	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Game Required	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Speeches	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
1 st Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 nd , 3 rd , 4 th Dances	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Bouquet Toss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Garter Toss	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cake Cutting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sweet Table	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
Last Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No

ON-SITE CEREMONY MUSIC*

Ceremony Music Yes No

If Yes, please complete the following. Please note: Provision of on-site ceremony music must be detailed on the contract.

Guest Arrival Time _____ Microphone Required for Ceremony Yes No

Pre-Ceremony Music _____

Processional Music _____

Registry Music _____

Recessional Music _____

COCKTAIL AND DINNER MUSIC

Cocktail / Dinner Music Yes No (If Yes, please indicate your musical preferences)

- CLASSICAL
 COCKTAIL PIANO
 CLASSIC JAZZ
 CONTEMPORARY JAZZ
 NEW AGE
 ADULT CONTEMPORARY
 OTHER _____

SPECIALTY DANCES

1st DANCE Title _____ Artist _____
 Bride/Groom Only Wedding Party Parents Guests To Join 1st Minute ½ Way
 Before Dinner After Dinner

Instructions _____

2nd DANCE Title _____ Artist _____
 Father/Daughter Wedding Party Parents Guests To Join 1st Minute ½ Way

Instructions _____

3rd DANCE Title _____ Artist _____
 Mother/Son Wedding Party Parents Guests To Join 1st Minute ½ Way

Instructions _____

4th DANCE Title _____ Artist _____

Instructions _____

Bouquet Theme Music _____ Artist _____

Garter Theme Music _____ Artist _____

LAST DANCE Title _____ Artist _____
 Bride/Groom Only Wedding Party Parents Guests To Join 1st Minute ½ Way
 Circle Formation Saying Goodbye to Each Guest Informal Other _____

Instructions _____

DANCE MUSIC (Check those most applicable)

- | | |
|--|--|
| <input type="checkbox"/> BIG BAND, JAZZ, SWING | <input type="checkbox"/> NEW ROCK |
| <input type="checkbox"/> BALLROOM | <input type="checkbox"/> URBAN |
| <input type="checkbox"/> 50's AND 60's ROCK AND ROLL | <input type="checkbox"/> BALLADS |
| <input type="checkbox"/> 70's AND 80's ROCK AND ROLL | <input type="checkbox"/> ADULT CONTEMPORARY |
| <input type="checkbox"/> MOTOWN, R & B, SOUL | <input type="checkbox"/> COUNTRY |
| <input type="checkbox"/> DISCO | <input type="checkbox"/> CALYPSO, REGGAE, SOCA |
| <input type="checkbox"/> 80's RETRO | <input type="checkbox"/> LATIN |
| <input type="checkbox"/> 90's MUSIC | <input type="checkbox"/> PARTICIPATION |
| <input type="checkbox"/> NEW DANCE MUSIC | |
| <input type="checkbox"/> OTHER _____ | |

SPECIAL REQUESTS (Please attach additional pages if necessary)

Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide
Title _____	Artist _____	<input type="checkbox"/> Client to provide

DO NOT PLAY (Please attach additional pages if necessary)

Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances
Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances
Title or Artist _____	<input type="checkbox"/> Unless Requested	<input type="checkbox"/> Under any circumstances

BRIDE'S FAVOURITE MUSIC TYPE(S)

GROOM'S FAVOURITE MUSIC TYPE(S)

_____	_____
_____	_____
_____	_____

INTERNATIONAL MUSIC (Please specify and attach additional pages if necessary)

Type _____	Artists _____	<input type="checkbox"/> Client to provide
Type _____	Artists _____	<input type="checkbox"/> Client to provide
Type _____	Artists _____	<input type="checkbox"/> Client to provide

SPECIAL DEDICATIONS (Birthdays, Anniversaries, etc.)

Name _____	Occasion _____	Song Title _____
Name _____	Occasion _____	Song Title _____
Name _____	Occasion _____	Song Title _____

GUEST COMPOSITION (Please indicate approximate number of guests for each of the following age groups)

UNDER 20 _____	20's _____	30's _____	40's _____
50's _____	60+ _____	TOTAL NUMBER OF GUESTS _____	

**PLEASE ATTACH A FLOORPLAN OF THE RECEPTION AREA.
THE DJ TABLE SHOULD BE ADJACENT TO THE DANCE FLOOR
AND NEAR A DEDICATED POWER OUTLET.**