

# 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 <sup>st</sup> Dance	<input type="checkbox"/> Yes <input type="checkbox"/> No	Time _____	DJ to Announce	<input type="checkbox"/> Yes <input type="checkbox"/> No
2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> 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**

1<sup>st</sup> DANCE Title \_\_\_\_\_ Artist \_\_\_\_\_  
 Bride/Groom Only     Wedding Party     Parents     Guests    To Join  1<sup>st</sup> Minute     ½ Way  
 Before Dinner     After Dinner

Instructions \_\_\_\_\_

2<sup>nd</sup> DANCE Title \_\_\_\_\_ Artist \_\_\_\_\_  
 Father/Daughter     Wedding Party     Parents     Guests    To Join  1<sup>st</sup> Minute     ½ Way

Instructions \_\_\_\_\_

3<sup>rd</sup> DANCE Title \_\_\_\_\_ Artist \_\_\_\_\_  
 Mother/Son     Wedding Party     Parents     Guests    To Join  1<sup>st</sup> Minute     ½ Way

Instructions \_\_\_\_\_

4<sup>th</sup> 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  1<sup>st</sup> 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.**