

# RECEPTION PLANNER

IMPORTANT INFORMATION FOR THE DISC JOCKEY AT THE WEDDING RECEPTION

BRIDE'S NAME: \_\_\_\_\_ GROOM'S NAME: \_\_\_\_\_

RECEPTION DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DIRECTIONS TO THE RECEPTION: \_\_\_\_\_

WEDDING START TIME: \_\_\_\_:\_\_\_\_ RECEPTION TIME: (Start/Finish) \_\_\_\_:\_\_\_\_ TO \_\_\_\_:\_\_\_\_

NAME OF CHURCH: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

EXPECTED NUMBER OF GUESTS: \_\_\_\_\_ Est. ARRIVAL TIME FOR BRIDAL PARTY AT RECEPTION \_\_\_\_:\_\_\_\_

Do you want the DJ to introduce the wedding party at the reception?  No  Yes If yes, please list them below

PARENTS OF THE BRIDE: \_\_\_\_\_ PARENTS OF THE GROOM: \_\_\_\_\_

FLOWER GIRL: \_\_\_\_\_ RING BEARER: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ ESCORTED BY GROOMSMAN: \_\_\_\_\_

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BRIDESMAID: \_\_\_\_\_ ESCORTED BY GROOMSMAN: \_\_\_\_\_

MATRON OF HONOR: \_\_\_\_\_ ESCORTED BY GROOMSMAN: \_\_\_\_\_

MAID OF HONOR: \_\_\_\_\_ BEST MAN: \_\_\_\_\_

BRIDE AND GROOM (Mr. & Mrs.): \_\_\_\_\_

- 1) Will you be having a receiving line?  Yes  No If yes, where?  At the church  At the reception
  - 2) What type of food will be served?  Hord' doevers  Buffet  Sit Down Dinner
  - 3) When will your guests eat?  As they arrive  Wait for the bride and groom
  - 4) Will there be a blessing before serving food?  Yes  No If yes, given by who? \_\_\_\_\_
  - 5) Who will be giving the toast? \_\_\_\_\_ When? \_\_\_\_\_
  - 6) When do you plan to cut the cake? \_\_\_\_\_
  - 7) Will you be having a  garter and/or  boquet toss?  Yes  No. If yes, when? \_\_\_\_:\_\_\_\_
  - 8) Will you be including any other special traditions at your wedding reception? \_\_\_\_\_
- Explain: \_\_\_\_\_
- 9) Will you be having an official exit with bubbles, bird seed, etc.?  No  Yes. When? \_\_\_\_:\_\_\_\_

For DJ Use	
<u>TIME LINE</u>	
1)	_____
2)	_____
3)	_____
4)	_____
5)	_____
6)	_____
7)	_____
8)	_____
9)	_____
10)	_____

WHO IS PROVIDING THE FOLLOWING SERVICES: (PLEASE LIST YOUR CONTACT PERSON WHERE IT APPLIES)

WEDDING DIRECTOR: \_\_\_\_\_ PASTOR/PRIEST: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_ VIDEOGRAPHER: \_\_\_\_\_

CATERER: \_\_\_\_\_ RECEPTION DIRECTOR: \_\_\_\_\_

### Information About Your Music

CHECK THE FOLLOWING TRADITIONAL DANCES THAT YOU PLAN TO INCLUDE AT YOUR RECEPTION:

- FIRST DANCE      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- FATHER/DAUGHTER      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- MOTHER/SON      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- WEDDING PARTY      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- PARENTS DANCE      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- LAST DANCE      Song Title \_\_\_\_\_ Artist \_\_\_\_\_
- OTHER \_\_\_\_\_      Song Title \_\_\_\_\_ Artist \_\_\_\_\_

PLEASE CHECK THE STYLES OF MUSIC YOU WANT PLAYED AT YOUR RECEPTION AND LEVEL OF INTEREST:

- Top 40 %\_\_\_       Motown %\_\_\_       Oldies %\_\_\_       Modern Rock %\_\_\_       Jazz/Swing %\_\_\_
- Hip Hop %\_\_\_       70s Disco %\_\_\_       80s %\_\_\_       90s %\_\_\_       Classic Rock %\_\_\_
- Country %\_\_\_       50s %\_\_\_       60s %\_\_\_       Easy Listening %\_\_\_       Big Band %\_\_\_

PLEASE LIST ANY SPECIFIC SONGS OR ARTISTS THAT YOU WOULD LIKE PLAYED AT YOUR RECEPTION:

Keep in mind that your DJ is a professional and is experienced at reading the crowd to determine what will best keep them as entertained as possible based on your selections above. If you would like to provide a disc of music, that is acceptable. However we do request that you allow the DJ to select the specific order of songs played during the dancing portion of the reception.

*TITLE*

*ARTIST*


*Special Notes Or Instructions:*