



DJ Service
Always Use A Professional!

Wedding Reception Planner

Reception Information

Date of Reception: _____

Bride's Name: _____

Groom's Name: _____

Address: _____

Home #: _____ Cell: _____

Location of Reception: _____

Address: _____

Manager: _____

Phone #: _____

Approximate Attendance: _____ Time of Guests Arrival: _____

Cocktail Music to Begin at: _____ Dinner Music Begins: _____

Note: Your cocktail music start time should match the contract start time. _____

Your DJ will require 45 mins to set up before your guest's arrival.

Do you require us for your ceremony? _____

If yes, please fill out the following:

Location: _____

Start Time: _____

Bridal Party Information

Do you require an M.C. for your reception? _____

If yes, please fill out the following:

Note: The wedding party is traditionally introduced as follows:

(Please leave blank those you do not wish to be announced)

Parents of Bride: _____

Special Instructions _____

Stepparents: _____

Parents of Groom: _____

Special Instructions _____

Stepparents: _____

First Bridesmaid: _____

Escorted By: _____

Second Bridesmaid: _____

Escorted By: _____

Third Bridesmaid: _____

Escorted By: _____

Fourth Bridesmaid: _____

Escorted By: _____

Fifth Bridesmaid: _____

Escorted By: _____

Flower Girl: _____

Escorted by Ring Bearer: _____

Maid / Matron of Honour: _____

Escorted By Best Man: _____

Mr. & Mrs. (Bride and Groom)

Receiving Line Song: (as you enter the hall)

For Bridal Party

Title _____ Artist _____

Special Instructions _____

For Bride and Groom

Title _____ Artist _____

Special Instructions _____

Formal Songs

To start by approximately what time? _____

Would you like your DJ to announce you to the dance floor? _____

Name of M.C.: _____

First Dance:

Title _____ Artist _____

Special Instructions _____

Father & Daughter Dance: Yes or No

Title _____ Artist _____

Special Instructions _____

Mother & Son Dance: Yes or No

Title _____ Artist _____

Special Instructions _____

Wedding Party Dance: Yes or No

Title _____ Artist _____

Special Instructions _____

Other Formal Dance:

Description _____

Title _____ Artist _____

Special Instructions _____

Cake Cutting:

Approximate Time _____

Special Song to be played during cutting of the cake and/or picture taking:

Title _____ Artist _____

Bouquet & Garter Toss:

Approximate Time _____

Song for Bouquet Toss

Title _____ Artist _____

Song for Garter Toss

Title _____ Artist _____

Would you like the gentleman who catches the garter to place it on the leg of _____
the lady who caught the bouquet? Yes or No

Title _____ Artist _____

Speciality Song: (i.e. Anniversary, Birthday)

Approximate Time _____

Description _____

Title _____ Artist _____

Special Instructions _____

Your Last Song:

Time to announce last dance: _____

Title _____ Artist _____

Would you like your guests to join you? Yes or No When? _____

Special Instructions _____

Do you wish to have us continue if this is not the last song of the evening?

Yes or No

Special Requests

Please list a few songs you both would like to hear during your evening:

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Songs you **Do Not** want to hear at your reception: (check them off)

Macarena _____ Polkas _____ Chicken Dance _____

Y.M.C.A. _____ Mony Mony _____ Stayin Alive _____

Who Let the Dog's Out _____ Strokin _____ Celebration _____

Others _____

Special Instructions:

Are we permitted to place request cards on the table? **Yes** or **No**

Bride's Email Address _____ Cell # _____

Groom's Email Address _____ Cell # _____

How will your guests be prompting a kiss from the bride and groom?
(please check one)

Clinking of glasses _____ Singing a Love Song _____

Trivia _____ Other _____

Will you be giving away your centerpieces? **Yes** or **No**

If yes, how so?

Interactive game _____ Closest Birthday _____

Other _____

Note: Your DJ will require a skirted eight foot table and one chair and dinner.