

# Reception Information

Bride's Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address after the event

City

State

Zip

## Facility Information

Place of Reception: \_\_\_\_\_

Stairs: Y/N

Phone Number: \_\_\_\_\_

Elevator: Y/N

Contact Person: \_\_\_\_\_

Room Captain: \_\_\_\_\_

Can a mirror ball be hung

Room Name: \_\_\_\_\_

over the dance floor? Y/N

Address: \_\_\_\_\_

Directions to facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Schedule of Events

Ceremony Location: \_\_\_\_\_

Wedding Ceremony: \_\_\_\_\_ to \_\_\_\_\_ Reception Hours: \_\_\_\_\_ to \_\_\_\_\_

Cocktail Hour: \_\_\_\_\_ to \_\_\_\_\_ Dinner Music: \_\_\_\_\_ to \_\_\_\_\_ Dancing: \_\_\_\_\_ to \_\_\_\_\_

Please describe the type of entertainment personality you would like in detail (Subdued, Interactive, Etc.).

Do you want guest to be able to request music other than what has been selected on your playlist? Yes / No

What type of lighting show would you like provided? Circle one (Subtle, Variety, Club Atmosphere)

If you have a monogram or image projection where do you want it projected? \_\_\_\_\_

What are your wedding colors? \_\_\_\_\_

If you have uplighting what color or colors do you want used? \_\_\_\_\_

Where do you want the uplights placed? \_\_\_\_\_

Would you like the DJ to use fog to enhance the light show and energize the room? Yes / No

A meal is to be provided for the DJ. If an empty seat is available can the DJ eat with your guests? Yes / No

If your package includes an intelligent light please answer the following 3 questions.

Would you like a spot light for special dances? Yes / No

Would you like a spot light for the introduction of Bridal Party? If yes circle - Spotlight or Heart Yes / No

Would you like to spot light your wedding cake? Yes / No

## Contacts

Best contact # for Bride and Groom the week of the reception Phone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ (company)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Videographer: \_\_\_\_\_ (company)

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

# Reception Event Planner

We want to ensure your reception goes absolutely perfect with all the events occurring as planned. We will stay in touch with caterers, photographers, and videographers and make appropriate announcements. This is a suggested order of events, but changes are welcome. Please indicate with a number the desired order of events. Song suggestions and selections may be determined at the time of choosing your playlist. At any time you may add or eliminate any event. The DJ will be doing quality checks with you throughout the evening. If something needs changed or addressed please let them know ASAP. Your satisfaction is most important. It is your reception we are here to please you.

\_\_\_\_\_ **Cocktail Reception:** Music of your selection will be played at conversation level.

**DJ Meets Parents and the Bridal Party** to review order of events, name pronunciations, order of introduction and where to stand after introduction

\_\_\_\_\_ **Introduction of the Bridal Party:** DJ will announce the Bridal Party.

Song Choices: \_\_\_\_\_  
\_\_\_\_\_

**Streamer Shot:** Please circle the location of the streamer shot:

Entrance Doors (Bride & Groom only) or Bridal Party Line Up (Whole Bridal Party)

**Welcome:** The welcome is to greet guests to reception and to thank them for their presence. This is usually handled by the father of the bride or other family member. This may also be done by the Bride and Groom or by the DJ for the Bride and Groom.

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ **Blessing:** The person welcoming the guests will introduce the person giving the blessing.

Name: \_\_\_\_\_

**DJ Dismisses Bridal Party to be seated**

**DJ Does Satisfaction Check with Bride and Groom:**

Bride & Groom's Response: \_\_\_\_\_

\_\_\_\_\_ **Toast:** The Best Man and/or Maid of Honor will toast the bride and groom. The parents or others are welcome to toast as well. It is suggested that the Bride & Groom stand during the toast.

Name(s): \_\_\_\_\_  
\_\_\_\_\_

\*\* (DJ-fill in at event)

Poured by: \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_ **Dinner:** Music of your selection will be played at conversation level.

Please indicate: Hors d'oeuvres / Sit-down / Buffet (Buffet will be announced as Captain's Call)

\*\* (DJ discuss with captain: Time of Dinner, How it will be served, DJ's Role and Meal)

**Trip Down Memory Lane:** This picture presentation will show the life of the bride and groom. If shown on a large screen, this will be presented before the conclusion of dinner. If shown on a television, this is best presented continuously during cocktail hour for guests to view at their leisure.

\_\_\_\_\_  
\*\*(DJ discuss with captain: Time of Viewing, How Shown, Seating, and Sound)

**Cake Cutting:** DJ will bring up the lights and play music selected as the Bride and Groom cut the cake.

Song Choice: \_\_\_\_\_

\_\_\_\_\_  
\*\*(DJ discuss with captain: Will cake be served or plated and is there a knife available for cake cutting?)

**First Dance:** The dance floor is reserved for the Bride and Groom.

Song Choice: \_\_\_\_\_ Video: Yes / No

Confetti or Streamer Shot: Yes / No

**Father/Daughter Dance:** Following the first dance the Bride and her Father join together for their own dance. This can also coincide with the Mother/Son dance.

Song Choice: \_\_\_\_\_ Video: Yes / No

**Mother/Son Dance:** Following the Father/Daughter dance the Groom and his Mother join together for their own dance.

Song Choice: \_\_\_\_\_ Video: Yes / No

**Bridal Party Dance:** The Bridal Party and parents will be invited to join the Bride and Groom on the dance floor. If not doing a group photo, all other guests will be asked to join at the song's midway point.

Song Choice: \_\_\_\_\_ Video: Yes / No

**Group Photo:** All guest are invited to the dance floor for a group photo. Once all guest are positioned behind the the Bride and Groom the DJ explains we want two photos one nice and one with everyone going crazy. This makes for a GREAT photo and is the best way to ignite the dance floor.

**Open Dance Floor:** The DJ will kick off the dancing with your great song selection! If you choose to do the group photo the DJ will announce that the Bride and Groom have request that all guest remain on the dance floor for this one song. All other events will be completed after this first set of music.

Song Choice: \_\_\_\_\_

**DJ Does Satisfaction Check with Bride and Groom:**

Bride & Groom's Response: \_\_\_\_\_

**Bouquet Toss:** The Bride will toss a bouquet to the single women.

Song Choice: \_\_\_\_\_

\_\_\_\_\_  
\*\*(DJ discuss with captain the location of the bouquet toss.)

**Garter Toss:** The Groom will remove the Bride's garter and toss it to the single men.

Song Choice: \_\_\_\_\_

**Garter On:** The single man who caught the garter will put the garter on the single female that caught the bouquet.

Song Choice: \_\_\_\_\_

**Generation Dance:** All married couples are asked to come to the dance floor to participate in this special dance. The DJ will play romantic music as the couples dance. The couples will leave the dance floor as the DJ announces years of marriage. The couple married the longest will be the final couple on the dance floor and the DJ will interview them. The Bride may choose to give her bouquet to the lady.

Song Choices: \_\_\_\_\_  
\_\_\_\_\_

**Dollar Dance:** The Bride and Groom will dance with guests in exchange for money. The best man will collect money from the women and the maid of honor will collect from the men. They will be positioned on adjacent corners of the dance floor.

Song Choices: \_\_\_\_\_  
\_\_\_\_\_

30 min  
prior to  
Last  
Dance

**DJ Does Satisfaction Check with Bride and Groom:**  
**Ask Bride and Groom to review music and make any final requests.**

Bride & Groom's Response: \_\_\_\_\_

**Last Dance:** Toward the end of the reception the DJ will announce the last song with the Bride and Groom. The guests will be invited to join them on the dance floor.

Song Choice: \_\_\_\_\_ Streamer Shot Yes/No

**Other Events:** Please list and describe other events you would like to include. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**SPECIAL MUSIC SELECTIONS, DEDICATIONS OR EXCLUSIONS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DJ Gives Bride and Groom Special Music CD and does final satisfaction check,**

Bride & Groom's Response: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DJ Notes or Comments:**

\_\_\_\_\_  
\_\_\_\_\_

continue on back of page if needed

# Bridal Party Introduction Sheet

*Introduction of the parents is optional.*

Do you want to introduce the parents Yes / No

Would you like to have them introduced in the room \_\_\_\_\_ or with the bridal party \_\_\_\_\_

Parents of the Bride: \_\_\_\_\_

Additional person: \_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

Additional person: \_\_\_\_\_

Ushers: \_\_\_\_\_ and \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

## Bridesmaids

## Groomsmen

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Ms/Mrs. \_\_\_\_\_ with Mr. \_\_\_\_\_

Matron of Honor: \_\_\_\_\_ with Mr. \_\_\_\_\_

Maid / Matron of Honor: \_\_\_\_\_

Best Man: \_\_\_\_\_

*Ladies and gentlemen, please rise and honor with me,  
The new Mr. and Mrs.*

\_\_\_\_\_