



WEDDING RECEPTION PLANNER FORM

Please complete and return this form no later than two (2) weeks prior to your reception date. Feel free to contact DJ Andi if you need assistance. DJ Andi will review these plans with you prior to the reception.

1. Background Music As Guests Arrive:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> DJ Choice | <input type="checkbox"/> Classical | <input type="checkbox"/> Other (please list below) |
| <input type="checkbox"/> Jazz | <input type="checkbox"/> Piano | <input type="checkbox"/> Does not apply |
| <input type="checkbox"/> Big Band | <input type="checkbox"/> Spanish Guitar | |
| <input type="checkbox"/> Lounge | <input type="checkbox"/> Love Songs | |
| <input type="checkbox"/> New Age | <input type="checkbox"/> Calypso | |

Remarks:

2. Receiving Line

Will you have a Receiving Line at the Reception?

- Yes No

Remarks:

3a. Grand Entrance

- | | | |
|--|---|--|
| <input type="checkbox"/> Parents | <input type="checkbox"/> Ring Bearer(s) | <input type="checkbox"/> Flower Girl(s) |
| <input type="checkbox"/> Wedding Party | <input type="checkbox"/> Bride & Groom | <input type="checkbox"/> Best Man/Maid/Matron of Honor |
| <input type="checkbox"/> No Introductions at this time | | |

Remarks:

3b. Wedding Party Seating

- Head Table (girls on right, guys on left)
 Head Table (by couple)
 Sweetheart Table



3c. Grand Entrance Tune(s)

Play this tune in the background while introducing wedding party:

Play this tune in the background while introducing Bride and Groom:

___ or...Use same tune for wedding party and Bride and Groom

Parents of the Bride (list)

Parents of the Groom (list)

Bridesmaid(s) (list)

Groomsmen (list)

Maid/Matron of Honor (list)

Best Man (list)

Flower Girl(s) (list)

Ring Bearer(s) (list)

Bride and Groom introduced as:



4. Toast(s)

We anticipate having the toasts:

- Upon Wedding Party Arrival After Meal (just before First Dance) During Meal
- No Toast Announcement At Cake Cutting Other

The toasting will be done with:

- Champagne and/or sparkling cider will be made available for guests
- No champagne and available—guests will use their drink of choice

Toast(s) will be performed by: (Please number in order)

- Best Man Father of the Groom Listed Toasts Only
- Maid/Matron of Honor Groom Bride
- Other Wedding Party Members Father of the Bride Allow Other Toasts

Remarks:

5a. Meal

Will someone give blessing before the meal? Yes No

If so, please indicate the person’s name here:

Please indicate the type of meal being served: Buffet Sit-Down Hor d'oeuvres

5b. Buffet Order Announcement

It is typical for the disc-jockey to announce the order of the buffet line as follows:

Bride and Groom, Wedding Party, Family Members, Guests

What are your thoughts on this?

- Announce Traditional Order Make No Buffet Announcement
- Announce Opening of Buffet Only (non-traditional)

5c. Dinner Music

Music is played at a lower level.

- DJ Choice New Age Love Songs Jazz n/a
- Classical Calypso Big Band Spanish Guitar
- Piano Lounge Other (please specify below)

Remarks:



6a. Let the Dancing Begin! (Traditional dances)

Below is a list of the traditional dances which may take place at the reception. The Bride and Groom are expected to do a first dance together, but your preferences may differ. Please check off appropriate dances for your reception, keeping in mind that it is also possible to combine some of these dances.

- First Dance Parent Dance
 Father/Daughter Dance Wedding Party Dance Mother/Son Dance

6b. First Dance

Who will participate in this dance?

- Bride and Groom Only Bride and Groom Begin . . . then Wedding Party Joins
 No First Dance Other

First Dance Song Title:

6c. Father/Daughter Dance

Who will participate in this dance?

- Bride and Father Only Bride and Father Begin . . . then Groom joins in with Mom
 No Father/Daughter Dance Other

Father/Daughter Song Dance Title:

6d. Mother/Son Dance

Options for Mother/Son Dance:

- Groom will dance with mom only Dance combined with Father/Daughter dance
 No Mother/Son Dance Other

Mother/Son Dance Song Title:

6e. Parent Dance

Options for Parent Dance

- Introduce parents as they enter dance floor (if not done previously)
 Invite parents without instructions
 Other
 No Parent Dance

Parent Dance Song Title:



6f. Wedding Party Dance

Options for this dance:

- Introduce wedding party couples (if not done previously) No Wedding Party Dance
- Announce the Wedding Party will dance with spouses or escorts Other
- Announce this dance only—no instructions
- This dance already combined with previous dance

Wedding Party Dance Song Title:

Open dancing usually begins now with a slow song.

Please list any remarks, special dedications i.e. birthdays, anniversaries etc.

7. Honeymoon Dance (Money Dance)

Gentlemen are asked to form a line to share a short dance with the Bride and ladies are asked to form a line to share a short dance with the Groom. In exchange for this dance guests present money in various amounts to the Bride and Groom. This money can be pinned onto clothing, placed in the Bride’s pouch or collected at the front of the line. If you are planning to have a money dance, it should be done approximately 30 minutes after open dancing begins.

Would you like to have a money dance? Yes No

During the money dance, slow to medium paced dance songs are played as long as guests are lined up to dance. These songs are usually chosen by the DJ. If you have any requests for one or more Money Dance songs, please list them in the remarks section below.

Remarks:

8. Cake Cutting

One suggestion for cutting the cake is 30-60 minutes after dancing begins. A tune is generally played in the background during the cake cutting. If you would like to choose this tune, please write your selection in the remarks section. Otherwise, the DJ will make this selection.

- Announce cake cutting & invite guests to gather No cake cutting announcement
- Do toast at cake cutting time Other: _____
- Bride and Groom to give speech before cutting the cake

Remarks:



9. Bouquet Toss

For the Bouquet Toss, single ladies are gathered for their chance to catch the Bride's bouquet. Many times this event occurs directly after cake cutting. Tossing the bouquet is a fun and lively event for the "girls," and your music selection should reflect this.

Bouquet Toss options:

Do Bouquet Toss right after cake cutting Do Bouquet Toss later No Bouquet Toss

Bouquet Toss Song:

10. Garter Toss

Just after the Bouquet Toss, single men are gathered to view the Groom removing the Bride's garter. This is also an event filled with fun and excitement. Music here can range from low to medium paced to wild and risqué—it's your choice.

Do you wish to have a garter toss? Yes No

Garter Toss Song Title:

11. Last Dance

As implied, this is generally the last dance of the reception or the last dance before the Bride and Groom depart. Consider choosing a love song. Perhaps you were torn between a couple of songs for the First Dance and selected one over the other. Why not use this song for your Last Dance?

Do you wish to have a last dance? Yes No

Last Dance options:

Bride and Groom begin and the guests join Guests form circle then join partway through
 Bride and Groom only No Last Dance
 Guests form circle around the Bride and Groom

Last Dance Song Title:

