

Reception Planner

GENERAL INFORMATION

In order to make your reception a success please fill out the following information and return it to us no later than 2 weeks before your event date. This form is for general information only and is not part of the contract for this event. When completed please FAX FORM BACK TO : (770) 234-6631

Brides Name: _____

Grooms Name: _____

Event Date: _____ Event Location: _____ # Of Guests _____

How would you like your Disc Jockey attired?

___ Formal (Tuxedo) ___ Semi Formal (Coat & Tie) ___ Casual

What type of food service are you having?

___ Seated Dinner ___ Dinner Buffet ___ Hors d'oeuvres

PROGRAM OF MUSIC & EVENTS

Ceremony Start Time: _____ AM/PM Are we providing ceremony music? Yes / No

Ceremony Location: _____

Reception Start Time: _____ AM/PM (Note: Reception should not start before our start time)

Dinner/Cocktail Music:

Which type of music would you prefer during the Dinner / Cocktail portion of the reception?

___ Contemporary Jazz ___ Swing/Jazz Standards ___ Love Songs ___ Classical

TRADITIONAL EVENTS

The following is a list of popular events done at most wedding receptions. They are listed in the order that they generally take place. Preceding each of the following events there is a blank. If you want the event incorporated into your reception, enter the approximate time it should be done. If you do not want the event to be incorporated into your reception write "NO" in the blank.

TIME

_____ **Announcing of the Wedding Party:** Yes/ No (Note: Please include phonetic spelling for difficult names)

Flower Girl: _____ Ring bearer: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Maid / Matron Of Honor: _____ Best man: _____

_____ **Announcing of the Bride and Groom:** _____

TIME

_____ **First Dance:** _____
(Note: Please include song title and artist)

_____ **Father/Daughter Dance:** _____
(Note: Please include song title and artist)

_____ **Mother/Son Dance:** _____
(Note: Please include song title and artist)

_____ **Wedding Party Dance:** _____
(Note: Please include song title and artist)

_____ **Toast** Who will be giving the toast? _____

After the 1st toast would you like us to open up the mic for other toasts? Yes / No

What will the guests be toasting with? _____ Champagne _____ Drinks in hand

_____ **Cake Cutting:**

_____ **Bouquet Toss:**

_____ **Garter Toss:** Garter Removal Song: _____
Should the man who catches the garter place on the leg of the woman who catches the bouquet? Yes / No

_____ **Last Dance:** _____
(Note: Please include song title and artist)

_____ **Send Off:** What will the guests be throwing for the send off? _____
Honeymoon Destination: _____

MUSICAL PROGRAM (Categories of music to be played. Please check as many as apply)

___ 40's ___ 50's ___ 60's ___ Motown ___ 70's ___ Disco ___ Classic Rock ___ 80's ___ 90's ___ Love Songs
___ Country ___ Rap/ Hip Hop ___ Shag/ Beach ___ Swing / Big Band ___ Top 40 ___ Alternative / Rock ___ Ethnic

Would you like your DJ to take requests from the audience ___ YES ___ NO

DJ PERSONALITY

Would you prefer your DJ to be: ___ Reserved ___ Involved ___ Outgoing ___ Very Outgoing

INTERACTIVE DANCES

Please check the interactive dances you would like the DJ to do. Cross out the dances you don't want played. If a dance is left unmarked, we will assume it is ok to play it if requested by one of your guests.

___ YMCA ___ SHOUT ___ ELECTRIC SLIDE ___ MACARENA ___ PARTY TRAIN ___ CONGA LINE ___ CUPID SHUFFLE
___ HOKEY POKEY ___ CHICKEN DANCE ___ ANNIVERSARY DANCE ___ DOLLAR DANCE ___ CHA CHA SLIDE

DJ NOTES: *Please include any other information you think the DJ will need for the reception.*