



Wedding Reception Planner

Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.

Contact Information

Bride's Name:

Groom's Name:

Phone:

Phone:

Email:

Email:

Wedding Date:

Setup Start Time:

Entertainment Start Time:

End Time:

Order of Events

| Order | Time | Event |
|-------|------|---|
| | | Guests arrive |
| | | Guest seating for ceremony |
| | | Wedding Ceremony <i>(if DJ providing music for that too)</i> |
| | | Cocktail Hour <i>(if DJ providing music for that too)</i> |
| | | Reception Start |
| | | Grand Entrance |
| | | First Dance |
| | | Wedding Party Dance <i>(can be combined with first dance)</i> |
| | | Grace/Blessing |
| | | Toasts <i>(make sure champagne has been poured!)</i> |
| | | Dinner |
| | | Father/Daughter Dance <i>(can be combined with Mother/Son Dance or Parents Dance)</i> |
| | | Mother/Son Dance |
| | | Open Dancing |
| | | Money Dance |
| | | Cake Cutting <i>(make sure cake knife is by cake)</i> |
| | | Bouquet / Garter |
| | | Open Dancing |
| | | Last Dance |

Note: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table.

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Location Information

Name:

Address:

Contact name:

Phone:

Primary room name/location:

Floor:

Do we have to provide music in other room(s) at any time (*such as for cocktail hour*)? If so, what, where and when?:

General Information

Number of guests:

Children:

Number of courses to be served (including dessert):

Are you/the caterer providing meals for the entertainment staff (This is not required at all but it would helpful to know if we should eat earlier?)

Contact Information For Other Party Professionals

| | Name | Phone | Booked From-To |
|---------------------|------|-------|----------------|
| Caterer | | | |
| Banquet Hall/Venue | | | |
| Planner/Coordinator | | | |
| Photographer | | | |
| Videographer | | | |

Music For Ceremony (If DJ Providing Music)

| | Song |
|-------------------------------|------|
| Wedding Party Entrance | |
| Bride's Entrance | |
| Lighting of the Candle / Sand | |
| Processional | |
| Special / Other Event | |

Cocktail Hour

Is cocktail hour in same room as main reception? If not, what room is it in?

Music for cocktail hour (*suggested genres are soft jazz, slow love songs or slow rock*):

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Meal

Type of music and/or requests:

Father/Daughter and Mother/Son dances

Father/Daughter and Mother/Son dances can be combined or can be separate. Do you want them together or separate (*circle one*)? If separate, who dances first: Father/Bride or Mother/Groom (*circle one*)? If separate, also indicate which song for each below.

| | Song |
|---------------------------|------|
| Father/Daughter Dance | |
| Mother/Son Dance | |
| Combined Dance (Optional) | |

We can invite all fathers/daughters and all mothers/sons to dance instead of just the bride's and groom's alone. You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins.

When and how do you want us to invite other guests to join in?

For some people, a special dance with a Stepfather, Uncle, Brother, or close family friend is done in lieu of, or in addition to, a parents dance. Please indicate any other special dances here:

Cake Cutting

Song to play during cake cutting:

The fun of this formality is in the anticipation. You may wish to have a playful, yet sensible attitude while feeding each other.

Bouquet and Garter

| | Song |
|---|------|
| Bouquet Toss: | |
| Garter Toss: | |
| Garter Catcher puts garter on Bouquet Catcher's leg (Optional): | |

Money Dance

If you want to have a money dance, DJ Man Entertainment can host it in a fun and professional manner so all your guests will be up and inline for the special dance with the bride or the groom. We usually ask for the assistant of the Best Man and Maid/Matron of honor who will form the lines and collect the money. We can say some fun facts about the honeymoon so everyone knows that the money will be well spent!

Would you like to have the money dance?

Home many songs would you like to have played and are there any requests?

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Grand Finale

Before the last dance, we can organize guests into a circle around the bride and groom, pass the mic around, and allow them to each offer best wishes. To what song (*we suggest That's What Friends Are For*)?

Do you want to do this?

Music for last dance:

Are you leaving before the last dance? If so, at what time? Do you want your exit to be announced?

Ethnic Dances, Etc (optional)

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved.

Follow-Along Dances (optional)

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances that might be fun:

- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe
- Electric Slide
- Greased Lightning
- Hokey Pokey
- Macarena
- Mambo Number 5
- Mony Mony
- Shout
- Staying Alive
- YMCA

List Of Songs & Music Types NOT To Be Played

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST

Music Requests (Songs to DEFINITELY be played)

Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. Note that there are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Music Requests (Songs to be played if time permits after guest requests)

Also list any types/genres of music you'd like us to play from.

Dedications, Birthdays, Anniversaries, Other Special Dances, etc.

List any special announcements you would like us to make. This is a great way to personalize your event and recognize someone special.

Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique

Thanks for taking the time to fill out this wedding planner, if you have any questions please ask us at your convenience. You can also fill this form out online if it is easier for you and submit it online. Please use the below contact information for our personal help or returning this planner.



DJ MAN ENTERTAINMENT



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