



WEDDING RECEPTION PARTY PLANNING GUIDE

Function Date: _____ DJ _____

Bride: _____ Groom: _____

Bride's Mother: _____ Groom's Mother _____

Bride's Father: _____ Groom's Father: _____

At this time
 Parents Married Parents Not Married Parents Married Parents Not Married

Step Parent: _____ Step Parent: _____

Maid/Matron of Honor: _____ Best Man: _____

Master of Ceremonies: _____

Microphone required for toasts: Yes No Don't know

CEREMONY

Time: _____ Place: _____

Time B&G will be arriving at the Reception Hall: _____

COCKTAIL MUSIC

Time: _____ Location: _____

Music Style: _____

Second (2nd) Music System required for this? Yes No

ENTRANCE TO HALL

Do you wish the DJ to announce B&G entrance to the hall? Yes No

Will this be done by your Dinner M/C? Yes No Name _____

Wedding Party entrance? Yes No

Music Selection _____

Music Selection for B&G (if different from above) _____

DINNER MUSIC

Scheduled Start time: _____ Will DJ receive Dinner? Yes No

Particulars:

Kissing Game Yes No

Particulars: _____

Table Centerpieces Give-away? Yes No

Do you wish the DJ to co-ordinate this activity? Yes No

Disposable Cameras on the tables? Yes No

Would you like the DJ to coordinate their collection during the evening? Yes No

DANCING

Scheduled Start time: _____

Introduction of Bridal couple for first dance as: _____

First Dance Selection: _____

Do you wish the B&G ONLY on this dance? Yes No

If not, do you wish the *Wedding Party* to join-in half way through the first dance? Yes No

Would you like to select a SECOND dance selection for your Wedding Party? Yes No

Second Dance Selection: _____

Would you like to select a THIRD dance selection for your Bride/Father or Groom/Mother Dance?

Yes No **Selection:** _____

Would you prefer to do this particular dance LATER in the evening? Yes No

Do you have any special or ethnic music requirements for some of your guests? Yes No

Type of music: _____

Will you or any of your guests provide any of this music? Yes No

Will there be any established "Recording Artists" among your guests? Yes No

If so, who?

Will this artist be providing any of his recorded music for playback at the function? Yes No

BOUQUET & GARTER TOSS

Will the Bride be throwing the Bouquet? Yes No

Will the Groom be removing the Garter from the bride's leg? Yes No

Would you like the DJ to coordinate these activities with the guests? Yes No

What time would you like this activity to happen? _____

It is common for the DJ to use "The Stripper" by David Rose for removal of the Garter. Would this be with your approval? Yes No

Alternate choice for this music would be: _____

WEDDING CAKE CUTTING

Would you like the DJ to announce the cutting of the wedding cake by the B&G? Yes No

Is the cake a real cake? Yes No Will the cake be cut and served to guest later? Yes No

Cake Cutting Ceremony Scheduled Time: _____

LATE LUNCH

Will there be a *Late Lunch* during the evening? Yes No

Would you like this announced to the guests by the DJ at the time? Yes No

At what time during the evening is this planned? Time: _____

SPECIAL ANNOUNCEMENTS

The DJ will be prepared to handle any *special* announcements that may be required during the evening. If there are any special guests from out-of-town, anniversaries or birthdays you wish announced during the function, please specify:

MUSIC REQUESTS

We are delighted to take music requests at the function. Our policy on such requests are to try and play as many of them as possible provided such requests are **danceable, popular, recognizable** and **appropriate** for the guests at any function. Requests for music that is offensive to any guest, race, creed, and religion or otherwise will NOT be played. The DJ reserves the right to disregard any request that does not meet this policy, or any selection that cannot be programmed properly into the music presentation of the evening regardless of who the requestor is.

We have provided you with a form on which you can fill out any personal special music requests you have that you would like played throughout the evening. We will give your music requests priority during the function.

DO NOT PLAYS

Are there any song selections you **do not want** played? (i.e. Strokin', Mony Mony etc.) Yes No

What are they? _____

If any of the above songs are "requested" by a guest, should we play them? Yes No

Guest Interactive and Participation Songs

| | | | | | | | | |
|-------------------|--------------------------|------------|--------------------------|-------------|--------------------------|-------------------|--------------------------|----------------------|
| Bird Dance | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |
| Hokey Pokey | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |
| Marcarena | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |
| Pizza Dance | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |
| Follow the Leader | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |
| YMCA | <input type="checkbox"/> | ok to play | <input type="checkbox"/> | Do not Play | <input type="checkbox"/> | Play if requested | <input type="checkbox"/> | Check with B&G first |

YOUR GUESTS

Number of Guests to attend? _____

Age Matrix Children _____ Teens _____ 20's _____ 30's _____
40's _____ 50's _____ 60's + _____

LAST DANCE & EXIT FORMAT

Scheduled Time: _____

Music

Selection: _____

Exit Format none Circle Tunnel

Is there a *Limousine* picking you up after your last dance? Yes No

BAR

Is the bar a host or cash bar? _____ Bar closing time: _____

For Office Use

This Plan completed by: _____ on: _____
Agency Representative Date

Within 15 days prior to function

Reviewed and confirmed on _____ by _____
Date Agency Representative

