

# Wedding Reception Planning Sheet

Your event will be arranged and announced for you in a PROFESSIONAL manner. The Format below is recommended for most Receptions. Your DJ will use it to help Plan and Control the Reception for you. We will attempt to COORDINATE all activities with the other Vendors so you can enjoy the Celebration. Please remember that this is only a guide and can be altered in any way to fit your requirements. Background music (lite rock, jazz, instrumental, etc.) will be started when your Guests begin to arrive and continue until the First Dance.

We ask you to supply the information requested below so your DJ can add the PERSONAL TOUCH to the Reception. He will meet with you and the other Vendors to insure everything goes according to schedule and plan.

## RECEPTION INFORMATION

### SCHEDULED TIME

\_\_\_\_\_ Will the Wedding Ceremony be at the same location as Reception: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Will you have a Receiving Line: Yes \_\_\_\_\_ No \_\_\_\_\_ At Church \_\_\_\_\_ At Reception \_\_\_\_\_  
(approx. 20 min.)

\_\_\_\_\_ Introduction: Bride/Groom \_\_\_\_\_ Parents \_\_\_\_\_ Bridal Party \_\_\_\_\_ With Congratulations \_\_\_\_\_  
(10 min.)

Intro song? \_\_\_\_\_

\_\_\_\_\_ Will there be a social period before Meal: Yes \_\_\_\_\_ No \_\_\_\_\_ How long: \_\_\_\_\_

\_\_\_\_\_ Toast: Before Meal \_\_\_\_\_ After Meal \_\_\_\_\_ Other time \_\_\_\_\_ Maid of Honor: Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_. Will There Be A Benediction Before Meal: Yes \_\_\_\_\_ No \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_ Meal type or food serviced: Sit-down \_\_\_\_\_ Buffet \_\_\_\_\_ Finger food \_\_\_\_\_ Hors d'oeuvres \_\_\_\_\_

\_\_\_\_\_ First Dance: Bride and Groom alone. Yes \_\_\_\_\_ No \_\_\_\_\_

First Dance Song? \_\_\_\_\_

Parents join this song. Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_ Father/Daughter Dance: Yes \_\_\_\_\_ No \_\_\_\_\_

Father/Daughter song? \_\_\_\_\_

\_\_\_\_\_ Mother/Son Dance: Yes \_\_\_\_\_ No \_\_\_\_\_ Together: Yes \_\_\_\_\_ No \_\_\_\_\_

Mother/Son song? \_\_\_\_\_

\_\_\_\_\_ Open Dancing: Music from Request Form and requests taken from Guests at this time.

\_\_\_\_\_ Money Dance: Yes \_\_\_\_\_ No \_\_\_\_\_ (will continue until no more Guests wish to dance, allow 15-20 min)

\_\_\_\_\_ Open Dancing: Return to selected music from Request form and Guests..

\_\_\_\_\_ Cake Cutting: Yes \_\_\_\_\_ No \_\_\_\_\_ (After some dancing or when Guests begin to leave, allow 10 min.).

Cake Cutting song? \_\_\_\_\_

\_\_\_\_\_ Throwing Bouquet and Garter: Done while cake is being cut and served for Guests,

Song for Garter: \_\_\_\_\_ Type of Removal: \_\_\_\_\_

Song for Bouquet: \_\_\_\_\_

\_\_\_\_\_ Open Dancing: Persons who caught the Bouquet/Garter will start next song. Dance music for Guest.

\_\_\_\_\_ Last Dance: This is dedicated to Bride/Groom. They will start the dance, then all remaining Guests will be asked to join hands and form a circle around Bride/Groom on the dance floor.

Final dance song? \_\_\_\_\_

**Do Not Play!** List:

Bride's 1st Name: \_\_\_\_\_

Bride's **NEW LAST NAME**: \_\_\_\_\_

Grooms 1st Name: \_\_\_\_\_

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

Maid of Honor: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Brides Maid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Brides Maid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Brides Maid: \_\_\_\_\_

Groomsman: \_\_\_\_\_

Brides Maid: \_\_\_\_\_

Bride's Parents Names: \_\_\_\_\_

Groom's Parents Names: \_\_\_\_\_

Special guests/Friends: \_\_\_\_\_

Honeymoon Location: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Special Requests/Instructions:

\_\_\_\_\_

\_\_\_\_\_

We will work with the Bride and Groom to personally help plan your Reception. You will be contacted two or three weeks before your Wedding to arrange a meeting. This sheet should be returned to S & S before this time. Contact will be again made one week before Wedding to accommodate any last minute changes.