Absolute Entertainment Professional DJ Service

RECEPTION PLANNER

GENERAL INFORMATION

Date Of Reception: _____

Bride's Name: _____

Groom's Name: _____

Location of Wedding Ceremony: _____

Time of Wedding Ceremony: _____

Location of Wedding Reception (please provide complete address and phone number):

_____

_____

Start/End Time of Wedding Reception: _____

Expected Number of Guests:_____   Expected guest arrival time at reception: _____

Is the event Outdoors?_____ If so, will there be shelter for DJ equipment?_____

Will there be disposable cameras? Yes   No   If so, where to leave them:_____

Wedding Co-Ordinator:_____ Photographer_____

Hall Contact Person:_____ Caterer _____

SCHEDULE OF EVENTS

PLEASE NOTE: This is the "standard" way that we conduct activities at a reception. If you want to change the order, do so as you write in the times of the event on the blank lines next to the current number, Please write "N" on the line if you do not want that particular activity. If there is something you want to do that is not listed, please add it to the "Other Activity" line, along with the order number, and any information about the activity.

1. _____ Pre-Arrival of Bridal Party (Cocktail Hour):

Type of music to be played as guests arrive or for cocktail hour? _____

Any special announcements or instructions? _____

_____

2. _____ Grand Entrance/Introduction of the Bridal Party:

- Please complete the attached "Bridal Party Information" document.
- Any particular song for the Bridal Party introduction? _____
- Any particular song for Bride/Groom introduction? _____

3. _____ Bride and Groom's First Dance:

- Song Title and Artist: _____

4. _____ Toasts:

- Will there be champagne?   Yes   No   If not, what?_____
- If yes, please indicate who is included for champagne: Bridal Party Only   All Guests
- Who will perform toasts? (please circle all that apply)   Best Man

  Maid/Matron of Honor   Others (please identify):_____

5. _____ Blessing of the Food:

- Name of Person giving blessing (please indicate any titles, e.g., Pastor, Reverend, etc.)

  _____

6. _____ Dinner:

- What time is dinner scheduled for (if applicable) _____
- Type of Dinner Service (Please circle one):

  Buffet   sit-down (served to guests at table)   Hors D'oeuvres   food stations   bar-b-q

- Head table type (please circle one)   Entire Bridal Party   Bride/Groom only
- Seating (if entire Bridal Party is at head table; please circle one)

All men one side and women on the other   alternating man, woman; man, woman

- Will the Bridal Party be served?   Yes   No
- Will the family tables be served?   Yes   No
- Will the immediate family eat just after Bridal Party? Yes   No
- Will your DJ call tables?   Yes   No   (if "Yes", numbered tables are extremely helpful)
- Beverage service (please circle all that apply): Open bar   Free Wine   Free Beer
  Cash Bar   Other (please specify): _____
- Type of dinner music: _____
- Are dinner-appropriate requests from guests OK?   Yes   No

7. _____ Centerpieces:

- Will table centerpieces be given away?   Yes   No
- If "Yes", how and when? _____

8. _____ Special Announcements:

- Birthdays or Anniversaries: _____
  _____
  _____

9. _____ Father/Daughter Dance:

- Song Title and Artist: _____
- Fade song early? Yes   No
- Combine with Mother/Son Dance?   Yes   No

10. _____ Mother/Son Dance (please complete if not being combined with Father/Daughter Dance):

- Song Title and Artist: _____
- Fade song early? Yes   No

11. _____ Bridal Party Dance:

- Song Title and Artist: _____
- Invite guests to join in?   Yes   No
- If yes, please identify when (please circle one)   immediately   after a minute

12. _____ Other Special Dances:

- Name/type of Special Dance(s): _____
- Song Title and Artist: _____

13. _____ Dance Set:

- We play 2-3 up-tempo songs to get your guests up and moving!

14. _____Cake Cutting:

- Style (please circle one):   Fun and upbeat   A little more formal

  (The difference is in the song played. "Fun and upbeat" would be something like "Sugar Sugar" by the Archies or "How Sweet It Is" by James Taylor. "More Formal" would be like "Love and Marriage" by Frank Sinatra)

15. _____Dance Set (optional, 2-3 songs if you want a break between the Cake and Bouquet/Garter)

16. _____Bouquet Toss/Garter Removal/Garter Toss/Re-Fitting of the Garter:

- Would you like to add an age restriction?   Yes   No   Age_____
- Bouquet Toss song _____ (if blank, we will pick it)
- Garter Removal song_____ (if blank, we will pick it)
- Garter Toss song _____ (if blank, we will pick it)
- Garter Re-fitting song_____ (if blank, we will pick it)

17. _____Dancing:

- Is it OK to take requests? (please circle one)   Yes   no
- Any special instructions regarding guest requests? _____

  _____

- Participation Dances: Please put a check mark next to the ones you want to do, and an "X" next to the ones you DO NOT want to do. **BUT PLEASE KEEP IN MIND**: These dances get your guests involved so they have a good time.

  _____Chicken Dance   _____Hokey Pokey   _____Macarena   _____ Cupid Shuffle

  _____ Boot Scoot   _____Electric Slide   _____Cha-Cha Slide   _____ Atomic Dog

  _____ YMCA   _____"Conga Line" Song (Conga, Ride The Train, Locomotion, etc)

18. _____Last Dance:

- Please list the Song and Artist:_____
- (Please circle Last Dance participants)   just for the two of you   you and your guests
- Other Instructions: Is there anything else that you would like us to handle that has not been addressed in this Planner? If so, please use this area (or a separate sheet) to let us know.

  _____

  _____

_____**Other Activity:**_____

_____**Other Activity:**_____

BRIDAL PARTY

Grandparents Of Our Bride:_____

Grandparents Of Our Bride:_____

Grandparents Of Our Groom:_____

Grandparents Of Our Groom: _____

Parents Of Our Bride: _____

Parents Of Our Bride: _____

Parents Of Our Groom: _____

Parents Of Our Groom: _____

Flower Girl And Ring Bearer: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Maid Or Matron **(Circle One)** Of Honor And Best Man: _____
(Maid – Single, Matron – Married)

Bride and Groom: Mr. & Mrs. _____

RECEPTION MUSIC INFORMATION

Styles Of Music For: (choose many):

	Cocktail Hour		Dinner Music		Dancing
____	Big Band/Swing	____	Big Band/Swing	____	Big Band/Swing
____	60's and 70's Motown	____	60's and 70's Motown	____	60's and 70's Motown
____	70's Funk & Disco	____	70's Funk & Disco	____	70's Funk & Disco
____	80's Dance & Top 40	____	80's Dance & Top 40	____	80's Dance & Top 40
____	80's New Wave	____	80's New Wave	____	80's New Wave
____	80's & 90's Hip Hop	____	80's & 90's Hip Hop	____	80's & 90's Hip Hop
____	90's Dance & Top 40	____	90's Dance & Top 40	____	90's Dance & Top 40
____	00's Dance & Top 40	____	00's Dance & Top 40	____	00's Dance & Top 40
____	Classic Rock	____	Classic Rock	____	Classic Rock
____	Latin	____	Latin	____	Latin
____	Wedding Classics	____	Wedding Classics	____	Wedding Classics
____	New Country	____	New Country	____	New Country
____	**DJ's Choice	____	**DJ's Choice	____	**DJ's Choice
____	Other:_____	____	Other:_____	____	Other:_____

Must Play" Dance Songs: (Use back of sheet if you need more space)

Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____

"DO NOT PLAY" List
Styles (i.e. Polka) And Songs (i.e. "The Chicken Dance"):

Style of Music:_____
Style of Music:_____
Title: _____ Artist: _____
Title: _____ Artist: _____
Title: _____ Artist: _____