

# Wedding Reception Planner Form

This is for you to use as a guideline in planning your wedding reception. Please insert a number next to each event. Start with number 1 and follow in numerical order.

**All events are optional** please put a line through any event to eliminate.

\_\_\_\_\_ Ceremony Time: \_\_\_\_\_

\_\_\_\_\_ **Cocktail / Hors d'oeuvres Hour** Music will be played during the arrival of the guests.

\_\_\_\_\_ **Wedding Party Announcements** The DJ/MC will announce party **Time:** \_\_\_\_\_

\_\_\_\_\_ **Toast(s)** Wireless microphone is available. Before or After dinner is served? Please circle one.

Who will be giving the toast (1) \_\_\_\_\_

(2) \_\_\_\_\_ (3) \_\_\_\_\_

\_\_\_\_\_ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.

Who will be doing the blessing of food? (1) \_\_\_\_\_

\_\_\_\_\_ **Food Service** will be announced and dinner music will be played. **Time:** \_\_\_\_\_

\_\_\_\_\_ **Food Service** Second Course \_\_\_\_\_ Third Course \_\_\_\_\_

\_\_\_\_\_ **Cake Cutting** announced and attention will be directed towards the cake and the Couple. **Time:**

\_\_\_\_\_ **First Dance** – Couple will be introduced and their special song played.

## Parents Dances

\_\_\_\_\_ **Special Dance (1)** - \_\_\_\_\_ **will dance with** \_\_\_\_\_

\_\_\_\_\_ **Special Dance (2)** - \_\_\_\_\_ **will dance with** \_\_\_\_\_

\_\_\_\_\_ **Photo Montage** usually played during dinner or after everyone is seated / or returns from buffet

\_\_\_\_\_ **Garter Removal & Toss** The bride sits down and the groom takes the garter off the bride. We will then call the groom and the single men to the dance floor. Next, we will give a countdown for the toss.

\_\_\_\_\_ **Bouquet Toss** \_\_\_\_\_ will throw bouquet.

\_\_\_\_\_ **Dance Set 1** (a dance set between a meal or after the Couple's First dance)

\_\_\_\_\_ **Dance Set 2** \_\_\_\_\_

\_\_\_\_\_ **Dance Set 3** \_\_\_\_\_

\_\_\_\_\_ **Dancing** to more dance music until the end of your reception.

\_\_\_\_\_ **Other** - Use to write in your own special event or dance, otherwise please disregard.

**Any other events or requests, feel free to add on reverse side:**

# Music Suggestions

## Cocktail Hour: Genres of Music:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

## Artist Suggestion:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

(9) \_\_\_\_\_ (10) \_\_\_\_\_

## Dinner Music: Genres of Music:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

## Artist Suggestion:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

(9) \_\_\_\_\_ (10) \_\_\_\_\_

## Dancing Music: Genres of Music:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_

## Artist Suggestion:

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ (6) \_\_\_\_\_

(7) \_\_\_\_\_ (8) \_\_\_\_\_

(9) \_\_\_\_\_ (10) \_\_\_\_\_

**If Music is needed for ceremony please list on reverse side.**

Song Choices: Other Music

Ceremony Processional: \_\_\_\_\_

Partner #1 Processional: \_\_\_\_\_

Partner #2 Processional: \_\_\_\_\_

Recessional Music: \_\_\_\_\_

Wedding Party Introduction Song: \_\_\_\_\_

Couple's Introduction Song: \_\_\_\_\_

Couple's First Dance: \_\_\_\_\_

Special Dance #1: \_\_\_\_\_

Special Dance #2: \_\_\_\_\_

Bouquet Toss Music: \_\_\_\_\_

Cake Cutting Music: \_\_\_\_\_

3 Last Songs 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Please Check Each Category Of Music,  
Likely Appeals To The DANCERS In Your Crowd.

Oldies (50's,60's) \_\_\_\_\_ Disco \_\_\_\_\_ Motown \_\_\_\_\_ 80's \_\_\_\_\_ Rock \_\_\_\_\_ Top 40 \_\_\_\_\_

R&B \_\_\_\_\_ Hip-Hop \_\_\_\_\_ Salsa \_\_\_\_\_ Merengue \_\_\_\_\_ Bachata \_\_\_\_\_ Cambia \_\_\_\_\_ Reggae \_\_\_\_\_

Soca \_\_\_\_\_ Calypso \_\_\_\_\_ Country \_\_\_\_\_ House \_\_\_\_\_ Dance \_\_\_\_\_ 70's \_\_\_\_\_ Freestyle \_\_\_\_\_

Reggaeton \_\_\_\_\_ Freestyle \_\_\_\_\_ Jazz \_\_\_\_\_ Big Band/Swing \_\_\_\_\_

Participation Dances: YES or NO

Harlem Shake \_\_\_\_\_ Gang' em Style \_\_\_\_\_ Wobble \_\_\_\_\_

Cupid Shuffle \_\_\_\_\_ Cha Cha Slide \_\_\_\_\_ Electric Slide \_\_\_\_\_

Macarena \_\_\_\_\_ Soul Train Line \_\_\_\_\_ Other \_\_\_\_\_

Any other songs or requests, feel free to add here or on reverse side:

# Introduction

If you would like everyone announced, please make sure there is good communication at the event, with the DJ and the wedding party, to help identify each person.

Please number the following in the order you would like to have announced.

\_\_\_\_\_ **Partner #1 Parents Name** \_\_\_\_\_

\_\_\_\_\_ **Partner #2 Parents Name** \_\_\_\_\_

\_\_\_\_\_ **Flower Girl** \_\_\_\_\_ **Ring Bearer** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **escorted by** \_\_\_\_\_

\_\_\_\_\_ **Maid of Honor** \_\_\_\_\_ **Best Man** \_\_\_\_\_

\_\_\_\_\_ **Partner #1** \_\_\_\_\_ **Partner #2** \_\_\_\_\_

**How would you like to be introduced?**

\_\_\_\_\_