

Wedding Reception Planning 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:** _____

_____ **Special Dance - Bride & Groom** will be introduced and their special song played.

_____ **Special Dance - Bride & Father** will be introduced and their special song played.

_____ **Special Dance - Groom & Mother** will be introduced and their special song played.

_____ **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) _____

_____ **Dinner Orders** waiters come to each table and take the guest dinner orders _____

_____ **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 Bride & Groom. **Time:**

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

_____ **Garter Removal , Garter Toss, & Garter Exchange** 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** We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.

_____ **Dance Set 1** (a dance set between a meal or after the Bride & Groom First dance)

_____ **Dance Set 2** _____

_____ **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 below or 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: _____

Bride Processional: _____

Recessional: _____

Parents Introduction: _____

Wedding Party Introduction: _____

Bride & Groom Introduction: _____

Bride & Groom First Dance: _____

Bride & Father's: _____

Groom & Mother's: _____

Bouquet Toss: _____

Garter Removal: _____

Garter Toss: _____

Garter Exchange: _____

Cake Cutting: _____

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 Dance _____ 80's Rock _____

Top 40 _____ Hip-Hop _____ R&B _____ EDM _____ 90's Freestyle _____ 90's House _____

Salsa _____ Merengue _____ Bachata _____ Cumbia _____ Reggaeton _____

Reggae _____ Soca _____ Calypso _____ Jazz _____ Big Band/Swing _____ Other _____

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.

_____ **Parents of the Bride** _____

_____ **Parents of the Groom** _____

_____ **Flower Girl** _____ **Ring Bearer** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Bridesmaid** _____ **Groomsman** _____

_____ **Maid of Honor** _____ **Best Man** _____

_____ **Bride** _____ **Groom** _____

How would you like to be introduced?

Mr. & Mrs. _____