

Wedding Reception Planner

Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.

Contact Information

Bride's Name: _____ Groom's Name: _____
 Phone/Email: _____ Phone/Email: _____
 Wedding Date: _____ Setup Start Time: _____ Entertainment Start Time: _____ End Time: _____

Order of Events

Sequence	Time	Event
		Guests arrive
		Guest seating for ceremony
		Wedding Ceremony
		Cocktail Hour
		Reception Start
		Grand Entrance
		Grace/Blessing
		Toasts <i>(make sure champagne has been poured!)</i>
		Salad
		Your Love Story
		First Dance
		Wedding Party Dance <i>(can be combined with first dance)</i>
		Open Dancing
		Main Course <i>(1 hour after start of salad course to allow sufficient time for love story, first dance, and open dance set)</i>
		Father/Daughter and Mother/Son Dances
		Open Dancing
		Cake Cutting
		Garter / Bouquet
		Open Dancing
		Dessert
		Open Dancing
		Last Dance

Note: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table. '~' means approximate time.

General Information

Bride's Name: _____ Groom's Name: _____
 Phone: _____ Email: _____
 Wedding Date: _____ Reception Times: _____
 Banquet Venue: _____ Number of Guests: _____
 Room Name: _____ Contact Person: _____
 Setting: Indoors or Outdoors _____

DJ Attire: Normally Black company polo with khaki pants unless a suit is requested. This is to be discussed at our meeting.

Bridal Party Introductions

Parents of the Bride: _____
 Parents of the Groom: _____
 Usher(s): _____
 Flower Girl(s) & Ring bearer: _____
 Bridesmaid & Groomsman (1): _____
 Bridesmaid & Groomsman (2): _____
 Bridesmaid & Groomsman (3): _____
 Bridesmaid & Groomsman (4): _____
 Bridesmaid & Groomsman (5): _____
 Bridesmaid & Groomsman (6): _____
 Bridesmaid & Groomsman (7): _____
 Bridesmaid & Groomsman (8): _____
 Bridesmaid & Groomsman (9): _____
 Bridesmaid & Groomsman (10): _____
 Maid/Matron of Honor & Best Man: _____
 Bride & Groom: _____

Please put how you wish to be announced: Mr.& Mrs. John Doe, Jack & Jane Doe, etc.

Contact Information For Other Party Professionals

	Name	Phone	Fax	Booked From-To
Caterer				
Banquet Hall/Venue				
Planner/Coordinator				
Photographer				

Videographer				
Florist				
Decorator				
Cake maker				

Music Requests (Songs to DEFINITELY be played) (Use back or additional sheets if necessary)

Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. Note that there are specific sections for music for the wedding ceremony, cocktail hour, guest entrance, family entrance, candle lighting, and grand finale, so do not list those songs here. **If any song has a special meaning to you, please detail that in the notes below.**

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Music Requests (Songs to be played if possible) (Use back or additional sheets if necessary)

Also list any types/genres of music you'd like us to play from.

List Of Songs & Music Types NOT To Be Played (Use back or additional sheets if necessary)

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST (Use back or additional sheets if necessary)

Request Censorship Guidelines

Some songs/lyrics are not appropriate for all audiences (e.g. kids), may offend some people, or may be generally not conducive to a party atmosphere. From the following categories, which types of songs should we censor (NOT play)

Type	Example	Censor?	Comments (e.g. qualify what to censor)
Foul language (blatant)	Unbleeped curse words		
Foul language (borderline)	Motherf***er (bleeped but you can still tell/audience may sing along)		
Sexual (blatant)	Closer / Nine Inch Nails – I want to F**k you like an animal		
Sexual (borderline)	It Wasn't Me / Shaggy – Banging on the Bathroom Floor Bad Touch / Bloodhound Gang – You and me ain't nothing but mammals so let's do it like they do on the discovery channel ... Get horny now.		
Sexual (mild)	Hot In Here / Nelly – Let's take off all our clothes Your Body Is a Wonderland / John Mayer		
Violence (blatant)	Rapping about shooting people Gunshot sound effects		
Violence (mild)	Hit Me With Your Best Shot / Pat Benatar		
Drug use	Rapping about illegal drug use / dealing		
Adultery/Cheating	Before He Cheats / Carrie Underwood I Honestly Love You / Olivia Newton-John		
Depressing / sad	Comfortably Numb / Pink Floyd Against All Odds / Phil Collins 19 / Paul Hardcastle Ghetto / Akon		
Really hard rock	Die, Die My Darling / Metallica No Place To Hide / Korn Faith / Limp Bizkit		
Other religions	Fire and Rain / James Taylor (for non-Christians) – Jesus reference Jesus Take the Wheel / Carrie Underwood (for non-Christians) King Without a Crown / Matisyahu (for Christians) – waiting for the messiah (NOT Jesus)		

If there are any other categories you wish to add, list them below (*Use back or additional sheets if necessary*):

Please provide us with your new address if you will be moving from the address we currently have on file.