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Reception Planning Guide

General Information

Bride's Name: _____ Home Phone: _____ Age: _____
 Work Phone: _____
 Groom's Name: _____ Home Phone: _____ Age: _____
 Work Phone: _____
 Date of Event: _____ Event Location: _____
 Reception Coordinator(s): _____ Phone: _____
 Photographer's Name: _____ Contracted Time: _____ am/pm to _____ am/pm
 Number of Guest's (approx.): _____ May the DJ be served food: YES NO
 Maid of Honor: _____ Best Man: _____
 Bride's Parents: _____ Groom's Parents: _____

Reception Flow

The following are some of the events that you may wish to take place at your reception. Please check the activities you wish to be performed.

_____ Announce arrival of Bride & Groom (If yes, how do you wish to be introduced?)
 (Ex: Mr & Mrs. John Doe) _____
 _____ Announce the Bridal Party
 _____ escorted by _____
 _____ escorted by _____
 _____ escorted by _____
 _____ escorted by _____
 _____ Receiving Line If yes, please indicate the location: _____
 _____ Buffet or Dinner (Please circle one) If a buffet, who would you like to begin?
 At what time will food be served?
 _____ Cake Cutting Would you like any special music for this event: _____
 _____ Toasting of the Bride and Groom Who will be performing the Toast: _____
 What will be served for the Toast: _____ Champagne _____ Sparkling Cider _____ Punch _____ Open Bar

Please Turn Over

_____ Bouquet Toss _____ Garter Toss

What age groups would you like to have participate in the bouquet and/or garter toss?

_____ All ages _____ 16 and up _____ 18 and up _____ Other (Please indicate)

Bride & Groom First Dance: _____ Father & Bride Dance: _____

Mother & Groom Dance: _____ Parent's Dance: _____

Bridal Party Dance: _____ Anniversary Dance: _____

Dollar Dance (Approximatly 3 songs): 1. _____ 2. _____ 3. _____

_____ Chicken Dance _____ Hokey Pokey _____ Cha Cha Slide _____ Macarena

_____ YMCA _____ Bunny Hop _____ Other/Ethnic Dances (Please specify)

Music Variety

Please check the music style(s) you would like to be used as background/cocktail music.

_____ Soft Jazz _____ Big Band _____ Soft Pop _____ Soft Country

Please check the music style(s) you believe you and your guests will most enjoy once the dance floor has opened.

_____ Complete Variety _____ Top 40 _____ R & B/Hip Hop _____ 80's _____ 70's

_____ 60's _____ 50's _____ Country _____ Motown _____ Latin _____ Waltzes

_____ Classic Rock

Would you like the DJ to take requests: Yes No

Special Announcements

Would you like the guests to take home centerpieces: Yes No

Will there be cameras on the tables for guests to take formal shots: Yes No

Will there be party favors for the guests:(Ex: small gifts; cigars; compilation CD; pictures; ect.) Yes No

Are there any of the following occasions you're aware of that you'd like the DJ to announce?

Anniversaries _____

Engagements _____

Birthdays _____

Other Special Announcements _____