



Wedding Reception Planner

Name: _____ Wedding Date: ___/___/_____

Phone Number : _____

Email Address: _____

**Please return this planner at least 30 days before your wedding
(Circle options printed in blue)**

General Information

1. Preferred attire for your disc jockey / emcee: **Tuxedo - Shirt & Tie - Casual**

2. Reception venue name / street address : _____

A. Contact Person at Location & Phone number: _____

B. Are we performing **Indoors - Outdoors**

C. What floor is the room on ___ Is there an elevator available Yes - No

D. Stage / Special set-up needs: _____

E. What time can we set-up: _____

3. Your other Professionals:

Photographer: _____

Caterer: _____

Other: _____

4. Approximate number of guests at your reception: _____

Primary age group: From _____ To _____

5. What time will guests arrive _____ What time will the bridal party arrive _____

6. What time will guests be seated for dinner _____

Will you have: Buffet - Food Stations - Sit Down Dinner

7. Will meal & beverages be provided for your entertainer Yes No

8. Please provide any additional information and directions to your reception location:



Introductions of the Bridal Party

Will Flower Girl & Ring Bearer be seated at the Head Table: **Yes - No**

Will Head Table arrangements: **Couples - gentleman one side / ladies other side**

Will Champagne be served: **For all Guests - Just the Head Table - None**

The Introduction Line

Please print phonetic pronunciation just as you would like announced.

Parents of the Bride: _____

(or)

Mother of the Bride & escort: _____

Father of the bride & escort: _____

Parents of the Groom: _____

(or)

Mother of the Groom & escort: _____

Father of Groom & escort: _____

Flower Girl: _____ Ring Bearer: _____

Bridesmaids & Groomsmen:

_____ & _____
_____ & _____
_____ & _____
_____ & _____
_____ & _____
_____ & _____
_____ & _____
_____ & _____

Maid - Matron of Honor & Best Man: _____

Bride & Groom: _____

Grace By: _____ Toast By: _____



About Your Party

Please circle the genres of music you & your guests would enjoy.

Top 40 - Classic Rock (70's) - 80's - 90's- Oldies (50's & 60's)

Motown - Big Band / Swing - Disco - Country

Hip Hop / R&B - EDM / House - Folk - New Rock

(A good mix of all the above)

Feel free to list a few danceable requests. We do not guarantee that every song listed will be played, though we will do our best. Keep in mind we encourage requests from your guests during your party.

Title

Artist

"Do not play" songs:

May we play them if they are requested by your guests Yes - No

Special Dances & Music

Bridal Party Introduction Song: _____

Bride and Groom's First Dance: _____

Father / Daughter Dance: _____

Mother / Son Dance: _____

Cake Cutting Song: _____

Other: _____



Wedding Reception Timeline

Estimating the timing of events at your Wedding Reception can be tricky without the proper help. This information sheet is intended to guide you through the entire timeline process. Please note all times indicated on this sheet are estimates and the exact timing of events at your Reception may vary based on many factors. This information will help you make informed decisions while planning your event.

Guest Arrival: (15 – 45 minutes)

Your guests may begin arriving as soon as your Wedding Ceremony has completed and will be patiently waiting for your arrival which may be delayed due to photographers or a limousine ride. Make sure your Disc Jockey is in place prior to your guest's arrival as we will host until you arrive. Cocktail and dinner music will be playing in the background as your guests arrive to promote a formal atmosphere.

Bridal Party Introduction: (15 minutes)

Your introduction includes the announcement of your parents, bridesmaids, groomsmen, bestman, maid/matron of honor and yourselves. We strongly recommend the introduction moves directly into your first dance and in this case you should allow for more time. We recommend the following order of events as it guarantees your first dance takes place while you and your bridal party are still looking great and we know from experience the pictures look better when everyone's hair and makeup are still in place. In addition to the introduction it takes a couple minutes to get the bridal party lined up.

Cake Cutting: (5 – 10 minutes)

We recommend cutting the cake takes place after your first dance and before dinner. This ensures the opportunity for your guests to enjoy your cake before they get caught up in the night's celebration. It also allows the wait staff to cut and serve the cake directly after dinner.

Toast/Blessing: (5 – 10 minutes)

A best man toast followed by a blessing for the meal generally takes about 5 minutes, but this time may increase with the addition of a toast by the maid/matron of honor and other guests.

Dinner: (details below)

Buffet

Up to 150 guests:	30 minutes
200 guests:	45 minutes
250 guests:	1 hour
Over 250 guests:	allow 15 minutes for every 50 guests



Wedding Reception Timeline (continued)

Sit Down Dinner (soup, salad and entrée served)

Up to 150 guests:	1 hour
200 guests:	1 hour 15 minutes
250 guests:	1 hour 30 minutes
Over 250 guests:	allow 15 minutes for every 50 guests

Father/Daughter & Mother/Son Dances: (5-10 minutes)

This time will vary depending on your decision to do both dances at the same time with 1 song, or if you choose to do them separately with with one unique song for each dance.

Bouquet/Garter Toss: (10 - 15 minutes)

We recommend the throwing of the Bouquet and Garter be limited to anyone 18 years of age and older. This ensures each of the traditional events involved in this fun event can be carried out.

Dollar/Anniversary Dance: (10 - 30 minutes)

Anniversary Dance takes around 5-10 minutes. Dollar Dance can take up to 30 minutes depending on the number of guests you have.

Sample Wedding Reception Timeline

5:00pm - 9:00pm

150 Guests - Buffet

This is a simple example of a Wedding Reception Timeline which will give you an idea as to the amount of time each event may take. These times will vary according to your event and are never set in stone if you wish to change them after your initial decision. Remember this is only a sample and is not how you have to organize your event. We will happily accommodate any modifications you wish to make any part of this planner and order of events.

5:00pm	Guests Arrive and background Cocktail Music begins playing
5:30pm	Bridal Party arrives for Introduction and First Dance
5:45pm	Cake Cutting Ceremony
5:55pm	Toast & Blessing
6:00pm	Dinner
6:30pm	Father/Daughter & Mother/Son Dance
6:40pm	Bouquet/Garter Toss
6:50pm	Dollar Dance
7:10pm	Everyone have a great time and Celebrate!

