



Reception Planning Sheet

Please return this completed form to Sharpe Pursuits, Inc. no less than TWO WEEKS prior to the wedding date. Please let us know if you have any questions.

Event Information

Bride/Groom Name: _____ Wedding Date: _____

Coordinator Name: _____ Contact Number: (____) ____ - ____

In addition to the information listed above, please **attach** a reception timeline detailing the time and order of events during the reception (first dance, toast, cake cutting, etc.). This information will assist the DJ in preparing for the reception. The reception Coordinator will be contacted the week of the wedding to review the playlist and timeline.

Reception Music Playlist

Please provide the song name/artist name desired.

Entrance of the Bridal Party/Bride & Groom: _____ / _____

Genre of background music during down time:

1st Dance (Bride & Groom): _____ / _____

Father/Daughter Dance: _____ / _____

Mother/Son Dance: _____ / _____

Toast _____ / _____

Bouquet Toss: _____ / _____

Garter Removal: _____ / _____

Garter Toss: _____ / _____

Cutting the Cake: _____ / _____

Genre of music during 'party' or open dance portion of reception:

First Dance of 'Party': _____ / _____

Last Dance of 'Party': _____ / _____



***Special Songs**

Please list any additional songs you would like played during the reception. Please note at which point in the reception these song should be played:

Song Name/Artist Name

Reception Point

1.	_____ / _____
2.	_____ / _____
3.	_____ / _____
4.	_____ / _____
5.	_____ / _____
6.	_____ / _____
7.	_____ / _____
8.	_____ / _____
9.	_____ / _____
10.	_____ / _____

***Do NOT play list (if applicable):**

Song Name/Artist Name

1.	_____ / _____
2.	_____ / _____
3.	_____ / _____
4.	_____ / _____
5.	_____ / _____
6.	_____ / _____
7.	_____ / _____
8.	_____ / _____
9.	_____ / _____
10.	_____ / _____

*Attach additional pages if needed.