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## Wedding Reception Planner

Bride & Groom Names \_\_\_\_\_

Bride & Groom Phone #'s \_\_\_\_\_

Number of Guests \_\_\_\_\_ # of Adults \_\_\_\_\_ Date of Wedding \_\_\_\_\_

Reception Start Time \_\_\_\_\_ Reception End Time \_\_\_\_\_

Name/Address of Venue \_\_\_\_\_

Contact Person \_\_\_\_\_

Normal dress for MC's and DJ's is in formal attire. If you wish less formal attire, detail preference here.

Tuxedo \_\_\_\_\_ Suite \_\_\_\_\_ Casual \_\_\_\_\_

Music Type for Dinner \_\_\_\_\_ May your guest make requests? \_\_\_\_\_

Circle Icebreakers you want played:

Songs/Music you do NOT want played:

Macarena The Twist Hokey Pokey

\_\_\_\_\_

Cha Cha Slide The Electric Slide

\_\_\_\_\_

YMCA Locomotion Conga Line

Chicken Dance Cotton Eyed Joe

\_\_\_\_\_

# Introductions

Please complete the following as you would like the wedding party announced.

Grandparents \_\_\_\_\_

Parents of the Bride \_\_\_\_\_

Parents of the Groom \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Bridesmaids

Groomsmen

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Maid of Matron of Honor (please circle) \_\_\_\_\_

Best Man \_\_\_\_\_

Bride and Groom as you would like to be introduced

\_\_\_\_\_

# Events

Please complete all of the events you want at your reception and include the song and artist or the person that will perform the event.

Bride & Groom First Dance \_\_\_\_\_

Father / Daughter Dance \_\_\_\_\_

Mother / Son Dance \_\_\_\_\_

Bridal Party Dance \_\_\_\_\_

Benediction/Blessing \_\_\_\_\_

Cake Cutting \_\_\_\_\_

Toast to the Bride and Groom \_\_\_\_\_

Do you want to open the mic for other toasts? Yes No (Circle one)

Bouquet Ceremony \_\_\_\_\_

Garter Ceremony \_\_\_\_\_

Anniversary or Dollar Dance \_\_\_\_\_

Last Dance \_\_\_\_\_

# Timeline of Events

**Time**

**Event**

\_\_\_\_\_

DJ Arrival Time

\_\_\_\_\_

Pre-Ceremony Music

\_\_\_\_\_

Ceremony Music

\_\_\_\_\_

Reception Start

\_\_\_\_\_

Grand Entrance (Introduction of Wedding Party)

\_\_\_\_\_

First Dance

\_\_\_\_\_

Father/Daughter Dance

\_\_\_\_\_

Mother/Son Dance

\_\_\_\_\_

Wedding Party Dance

\_\_\_\_\_

Meal/Cocktails

\_\_\_\_\_

Cake Cutting

\_\_\_\_\_

Toast

\_\_\_\_\_

Open Dancing

\_\_\_\_\_

Dollar/Anniversary Dance

\_\_\_\_\_

Bouquet Toss

\_\_\_\_\_

Garter Toss

\_\_\_\_\_

Last Dance

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Client Signature of Approval

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Company Approval