

SOUND PRODUCTIONS

Mobile DJ Service

RECEPTION PLANNING GUIDE

Bride's Name _____ Groom's Name _____

Reception Date _____ Location _____

EVENT INFORMATION

- 1) Tuxedo attire will be worn unless specified.
 Semi-Formal (Shirt & Tie) Business Casual (Khaki Pants & Polo Shirt)
- 2) DJ will be located (check all that apply) Indoors Outdoors Upstairs Downstairs On Stage
- 3) What time are **guests** expected to arrive at the reception? _____
- 4) What time do **you** expect to arrive at the reception? _____
- 5) Are you having **cocktails** and/or **hors d'oeuvres**? Yes No Start time _____
- 6) Are you having **dinner**? Yes No Start time _____ Buffet Sit Down
- 7) How many guests are expected to attend? _____
- 8) Will dinner be provided for the DJ and MC? Yes No
- 9) Will soft drinks be provided for the DJ and MC? Yes No

COCKTAIL/DINNER MUSIC

*Please indicate the type of music you would like played during the **cocktail/dinner** hours.*

Place **C** for Cocktail and/or **D** for Dinner.

_____ Big Band	_____ Jazz
_____ Classical	_____ Variety
_____ Light Rock	_____ Other _____

DANCE MUSIC

- | | |
|--|---|
| <input type="checkbox"/> '80s Retro/New Wave | <input type="checkbox"/> '80s Rock |
| <input type="checkbox"/> Big Band/Swing | <input type="checkbox"/> Disco |
| <input type="checkbox"/> Classic Rock | <input type="checkbox"/> Motown |
| <input type="checkbox"/> Current Top 40 | <input type="checkbox"/> Oldies/Rock & Roll |
| <input type="checkbox"/> Country | <input type="checkbox"/> Polka |
| | <input type="checkbox"/> Other _____ |

- 1) Would you like us to take requests from your guests? Yes No
- 2) If a song from a music category listed above is requested by a guest, however it is not checked, may we play it? Yes No

BRIDAL PARTY INTRODUCTIONS

(Please spell ALL names phonetically so the MC can properly pronounce them,
i.e., Janna Baron pronounced Yah-nuh Ba-rōn)

Ushers _____

Flower Girl _____ Ring Bearer _____

Bride's Parents _____

(or)

Mother _____ Escorted by _____

Father _____ Escorted by _____

Groom's Parents _____

(or)

Mother _____ Escorted by _____

Father _____ Escorted by _____

Bridesmaids _____ Groomsmen _____

Maid (single) Matron (married)

of Honor _____

Best Man _____

Bride and Groom _____

Please indicate how you would like to be introduced.
(i.e.: Mr. & Mrs. John Smith/John & Sally Smith, etc.)

CONTACT INFORMATION OF OTHER WEDDING VENDORS

Reception Venue Contact _____
Name Phone

Caterer (If different from Reception Venue Contact) _____
Name Phone

Photographer _____
Name Phone

Videographer _____
Name Phone

SPECIALTY MUSIC

Bridal Party Introduction Music

Song Title _____

Artist _____

Father/Bride Dance

Song Title _____

Artist _____

Parent's Dance

Song Title _____

Artist _____

Bride & Groom's First Dance

Song Title _____

Artist _____

Mother/Groom Dance

Song Title _____

Artist _____

Bridal Party Dance

Song Title _____

Artist _____

RECEPTION SCHEDULE

Please number in the order you would like each event to take place.

Write N/A where Not Applicable.

___ **Bridal Party Introductions**

Upon Arrival Before Dinner

___ **Toast** Before During After Dinner

Given by: _____

2nd Toast given by: _____

___ **Prayer**

Given by: _____

___ **Dinner**

___ **Cake Cutting**

Will the Cake Cutting be immediately followed by the First Dance? Yes No

___ **Bride & Groom's First Dance**

Would you like the Bridal Party to join in midway through the First Dance? Yes No

___ **Father/Bride Dance**

Would you like all Fathers and Daughters to join in midway through the Father/Bride Dance? Yes No

___ **Mother/Groom Dance**

Would you like all Mothers and Sons to join in midway through the Mother/Groom Dance? Yes No

Would you like to combine the Father/Bride and Mother/Groom dances? Yes No

___ **Parent's Dance**

___ **Bridal Party Dance**

___ **Bouquet Toss**

___ **Garter Removal & Toss**

___ **Dollar Dance**

___ **Open Dance**

