

# 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

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#### 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 _____

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#### 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 write ALL names phonetically (as they sound) so the MC can properly pronounce them.*

*For example, Janna Baron pronounced Yah-nuh Ba-rōn.*

Ushers \_\_\_\_\_  
\_\_\_\_\_

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

Bride's Parents \_\_\_\_\_

(or)

Mother \_\_\_\_\_ Escorted by \_\_\_\_\_

Father \_\_\_\_\_ Escorting \_\_\_\_\_

Groom's Parents \_\_\_\_\_

(or)

Mother \_\_\_\_\_ Escorted by \_\_\_\_\_

Father \_\_\_\_\_ Escorting \_\_\_\_\_

Bridesmaids \_\_\_\_\_ Groomsmen \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maid (single)     Matron (married)

of Honor \_\_\_\_\_

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

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

*Please indicate how you would like to be introduced.  
For example, Mr. & Mrs. John Smith, John & Sally Smith, etc.*

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## 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

\_\_\_ **"Love Story" Photo Montage**

\_\_\_ **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**

\_\_\_ **Anniversary Dance**

