

# Reception Information

Event Date \_\_\_\_\_

Bride's Name: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Address after the event

City

State

Zip

## Facility Information

Place of Reception: \_\_\_\_\_

Stairs: Y / N

Phone Number: \_\_\_\_\_

Elevator: Y / N

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

Room Captain: \_\_\_\_\_

Can a mirror ball be hung Y / N  
over the dance floor?

Room Name: \_\_\_\_\_

Address: \_\_\_\_\_

Directions to facility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Schedule of Events

Ceremony Location: \_\_\_\_\_

Wedding Ceremony: \_\_\_\_\_ to \_\_\_\_\_ Reception Hours: \_\_\_\_\_ to \_\_\_\_\_

Cocktail Hour: \_\_\_\_\_ to \_\_\_\_\_ Dinner Music: \_\_\_\_\_ to \_\_\_\_\_ Dancing: \_\_\_\_\_ to \_\_\_\_\_

Please describe the type of entertainment personality you would like in detail (Subdued, Interactive, Etc.).

Do you want guest to be able to request music other then what has been selected on your playlist? Yes / No

What type of lighting show would you like provided? Choose one ( Subtle, Variety, Club Atmosphere)

If you have a monagram or image projection where do you want it projected? \_\_\_\_\_

What are your wedding colors? \_\_\_\_\_

If you have uplighting what color or colors do you want used ? \_\_\_\_\_

Where do you want the uplights placed? \_\_\_\_\_

Would you like the DJ to use fog to enhance the light show and energize the room? Yes / No

A meal is to be provided for the DJ. If an empty seat is available can the DJ eat with your guests? Yes / No

If your package includes an intelligent light please answer the following 3 questions.

Would you like a spot light for special dances? Yes / No

Would you like a spot light for the introduction of Bridal Party? If yes choose Spotlight or Heart Yes / No

Would you like to spot light your wedding cake? Yes / No

## Contacts

Best contact# for Bride and Groom the week of the reception

Phone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ (company)

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Videographer: \_\_\_\_\_ (company)

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

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

# Party Pleasers Reception Event Planner

We want to ensure your reception goes absolutely perfect with all the events occurring as planned. We will stay in touch with caterers, photographers, and videographers and make appropriate announcements. This is a suggested order of events, but changes are welcome. Please indicate with a number the desired order of events. Song suggestions and selections may be determined at the time of choosing your playlist. At any time you may add or eliminate any event. The DJ will be doing quality checks with you throughout the evening. If something needs changed or addressed please let them know ASAP. Your satisfaction is most important.

It is your reception we are here to please you.

\_\_\_\_\_ **Cocktail Reception:** Music of your selection will be played at conversation level.

Location: (e.g. Same Room, Patio, etc.) \_\_\_\_\_

**DJ Meets Parents and the Bridal Party** to review order of events, name pronunciations, order of introduction and where to stand after introduction

\_\_\_\_\_ **Introduction of the Bridal Party:** DJ will announce the Bridal Party.

Bridal Party Song: \_\_\_\_\_

Bride & Groom Song: \_\_\_\_\_

\_\_\_\_\_ **Streamer/Confetti Shot:** Please choose the location of the streamer shot:

Entrance Doors (Bride & Groom only) or Bridal Party Line Up (Whole Bridal Party)

**DJ Dismisses Bridal Party to be seated**

\_\_\_\_\_ **Welcome:** The welcome is to greet guests to reception and to thank them for their presence. This is usually handled by the father of the bride or other family member. This may also be done by the Bride and Groom or by the DJ for the Bride and Groom.

Name: \_\_\_\_\_

\_\_\_\_\_ **Blessing:** The person welcoming the guests will introduce the person giving the blessing.

Name: \_\_\_\_\_

\_\_\_\_\_ **Optional Guest Interaction:** e.g. Kiss Cam, Table Release Trivia \_\_\_\_\_

\_\_\_\_\_ **DJ Does Satisfaction Check with Bride and Groom:**

Bride & Groom's Response: \_\_\_\_\_

\_\_\_\_\_ **Dinner:** Music of your selection will be played at conversation level.

Please indicate: Hors d'oeuvres Sit-down Buffet (Buffet will be announced as Captain's Call)

\*\* (DJ discuss with captain: Time of Dinner, How it will be served, DJ's Role and Meal)

\_\_\_\_\_ **Optional Guest Interaction:** e.g. ShoelyWed Game \_\_\_\_\_

\_\_\_\_\_ **Toast:** The Best Man and/or Maid of Honor will toast the bride and groom. The parents or others are welcome to toast as well. It is suggested that the Bride & Groom stand during the toast.

Name(s): \_\_\_\_\_

\_\_\_\_\_  
\*\*(DJ-fill in at event)

Poured by: \_\_\_\_\_ For: \_\_\_\_\_

\_\_\_\_\_ **Photo Montage:** This picture presentation will show the life of the bride and groom. If shown on a large screen, this will be presented before the conclusion of dinner. If shown on a television, this is best presented continuously during cocktail hour for guests to view at their leisure.

\_\_\_\_\_  
\*\*(DJ discuss with captain: Time of Viewing, How Shown, Seating, and Sound)

\_\_\_\_\_ **Cake Cutting:** DJ will play music selected as the Bride and Groom cut the cake.

\_\_\_\_\_  
\*Option to do this immediately after introduction

Song Choice: \_\_\_\_\_

\_\_\_\_\_  
\*\*(DJ discuss with captain: Will cake be served or plated and is there a knife available for cake cutting?)

\_\_\_\_\_ **First Dance:** The dance floor is reserved for the Bride and Groom.

\_\_\_\_\_  
\*Option to do the First Dance after introduction

Song Choice: \_\_\_\_\_ Streamer Shot  
\_\_\_\_\_ Confetti Shot

\_\_\_\_\_ **Father/Daughter Dance:** Following the first dance the Bride and her Father join together for their own dance. This can also coincide with the Mother/Son dance.

Optional: Halfway through, invite all other fathers and daughters to join in this dance : Yes / No

Song Choice: \_\_\_\_\_

\_\_\_\_\_ **Mother/Son Dance:** Following the Father/Daughter dance the Groom and his Mother join together for their own dance.

Optional: Halfway through, invite all other mothers and sons to join in this dance : Yes / No

Song Choice: \_\_\_\_\_

\_\_\_\_\_ **Bridal Party Dance:** The Bridal Party and parents will be invited to join the Bride and Groom on the dance floor. If not doing a group photo, all other guests will be asked to join at the song's midway point.

Song Choice: \_\_\_\_\_

\_\_\_\_\_ **\*Reverse Anniversary Dance Option:** Couples are invited to the dance floor based on the number of years they are married. We start with 50+ years and work our way down to engaged couples. Singles can then look around the room and invite someone to dance. Your dance floor is now loaded and ready for group photo.

Reverse Option- Couple to Honor: \_\_\_\_\_

Song Choices: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Group Photo:** All guest are invited to the dance floor for a group photo. Once all guest are positioned behind the Bride and Groom the DJ explains we want two photos one nice and one with everyone going crazy. This makes for a GREAT photo and is the best way to ignite the dance floor.

Confetti Shot  
Streamer Shot

\_\_\_\_\_ **Open Dance Floor:** The DJ will kick off the dancing with your great song selection! If you choose to do the group photo the DJ will announce that the Bride and Groom have request that all guest remain on the dance floor for this one song. All other events will be completed after this first set of music.

Song Choice: \_\_\_\_\_

\_\_\_\_\_ **DJ Does Satisfaction Check with Bride and Groom:**

Bride & Groom's Response: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Bouquet Toss:** The Bride will toss a bouquet to the single women.

Song Choice: \_\_\_\_\_

\*\*(DJ discuss with photographer the location of the bouquet toss.)

\_\_\_\_\_ **Garter Toss:** The Groom will remove the Bride's garter and toss it to the single men.

Song Choice: \_\_\_\_\_ Garter shot Yes / No

\_\_\_\_\_ **Garter On:** The single man who caught the garter will put the garter on the single female that caught the bouquet.

Song Choice: \_\_\_\_\_

\_\_\_\_\_ **Anniversary Dance:** All married couples are asked to come to the dance floor to participate in this special dance. The DJ will play romantic music as the couples dance. The couples will leave the dance floor as the DJ announces years of marriage. The couple married the longest will be the final couple on the dance floor and the DJ will interview them. The Bride may choose to give her bouquet to the lady.

Song Choices: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Dollar Dance:** The Bride and Groom will dance with guests in exchange for money. The best man will collect money from the women and the maid of honor will collect from the men. They will be positioned on adjacent corners of the dance floor.

Song Choices: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Interactive Options:** Show Us Your Moves, The Stroll, Sing-A-Long, Family Dance, ect....

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

50 min  
prior to  
Last  
Dance

\_\_\_\_\_ **DJ Does Satisfaction Check with Bride and Groom:**

Ask Bride and Groom to review music and make any final requests.

Bride & Groom's Response: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ **Last Dance:** Toward the end of the reception the DJ will announce the last song with the Bride and Groom. The guests will be invited to join them on the dance floor.

Song Choice: \_\_\_\_\_ Streamer Shot  
\_\_\_\_\_ Confetti Shot

\_\_\_\_\_ **Bride and Grooms final comments after last dance:** \_\_\_\_\_  
\_\_\_\_\_

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This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

# Bridal Party Introduction Sheet

*Introduction of the parents is optional.*

Do you want to introduce the parents Yes / No

Would you like to have them introduced in the room or with the bridal party

Parents of the Bride:

Additional person:

Parents of the Groom:

Additional person:

Ushers:

and

Flower Girl:

Ring Bearer:

## Bridesmaids

## Groomsmen

List your bridal party starting with the person furthest from the bride and groom at the ceremony working your way in to the Best Man and Maid of Honor at the very bottom of the list.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Ms/Mrs.

with Mr.

Maid / Matron of Honor:

with Mr.

Maid / Matron of Honor:

Best Man:

Ladies and gentlemen, please rise and honor with me,

The new Mr. and Mrs.

# Party Pleasers Ceremony Planner

We want to ensure your ceremony goes absolutely perfect with all the events occurring as planned. This is a suggested order of events, but changes are welcome. Please indicate with a number the desired order of events. Song suggestions and selections may be determined at the time of choosing your playlist. If something needs changed or addressed please let your DJ know ASAP. Your satisfaction is most important. It is your day we are here to please you.

\_\_\_\_\_ **How many microphones will be needed?** The ceremony system includes 1 wireless mic and 1 wired mic and stand. Additional microphones are \$100.

\_\_\_\_\_ **Prelude Music Start Time:** Music played 30 minutes before the start of the ceremony while your guest are escorted to their seats.

Song Choices:

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\_\_\_\_\_ **Ceremony Start Time:**

\_\_\_\_\_ **Seating of the Mothers/Grandparents/Special Guest:**

Song Choices:

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\_\_\_\_\_ **Groomsmen:** Enter by side door or can escort the bridesmaids down the aisle.

\_\_\_\_\_ **Bridesmaids:**

Song Choices:

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\_\_\_\_\_ **Is there a ringbearer and/or flower girl?** (Check all that apply)

\_\_\_\_\_ **Brides Entrance:**

Song Choice:

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\_\_\_\_\_ **Unity Candle:**

Song Choice:

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\_\_\_\_\_ **Sand Ceremony:**

Song Choice:

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\_\_\_\_\_ **Singers:**

Song Choice:

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\_\_\_\_\_ **Readers:**

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\_\_\_\_\_ **Recessional:** Will you come back in to greet your guest? Y or N

Song Choice:

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\_\_\_\_\_ **Other Events:** Please list and describe other events you would like to include.

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\_\_\_\_\_ **DJ Notes or Comments:**

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continue on back of page if needed