



 **RECEPTION**  
PLANNING GUIDE

DJ PACKAGE NUMBER .....

WEDDING DATE ..... E-MAIL ..... PHONE .....

BRIDE'S NAME ..... GROOM'S NAME .....

Wedding Location .....

Reception Location..... Manager/Caterer's Name.....

Reception Start Time ..... Reception End Time .....

Number of Guests ..... Will dinner be provided for the DJ and assistant? Y N

**RECEPTION SCHEDULE**

..... Formal introductions of the entire bridal party [with lighting] Music.....

..... Toast | Given by .....

..... Prayer | Given by .....

..... Dinner

..... Cutting the wedding cake

t.dance, Bride & Groom only [song title & artist] .....

..... Father-Bride dance [song title & artist] .....

..... Mother-Groom dance [song title & artist] .....

..... Father-Bride/Mother-Groom dance combined [song title & artist] .....

..... Bridal party dance [song title & artist] .....

..... Fun participation songs [Cha-Cha Slide, Electric Slide, Chicken Dance, Hokey Pokey, etc.]

.....

..... Bouquet toss [Chapel of Love, Girls Just Wanna Have Fun, Hit Me with Your Best Shot, Man I Feel Like a Woman, You Can't Touch This, I'm Just a Girl, Single Ladies, etc.]

.....

..... Garter toss [The Stripper, Mission Impossible, James Bond Theme, Oh Yeah, Legs, Hot Legs etc.]

.....

..... Dollar Dance [Usually three or more slow songs chosen by the DJ]

..... Decades Dance [Usually two slow songs chosen by the DJ]

Photographer's Name ..... Videographer's Name .....



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INFORMATION FOR FORMAL ANNOUNCEMENTS

Flower Girl(s) .....

Ring Bearer .....

Ushers .....

BRIDAL PARTY

List in order of announcement with Maid of Honor and Best Man last.

Bridesmaids

Groomsmen

6. ....

6. ....

5. ....

5. ....

4. ....

4. ....

3. ....

3. ....

2. ....

2. ....

Maid of Honor

Best Man

.....

.....

Bride and Groom

Mr. and Mrs. ....

Comments or Special Instructions:

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.....  
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.....  
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