

Wedding Reception Worksheet

Name of Bride and Groom: _____

B & G Address & Phone number: _____

Reception Location & Address: _____

Reception Hall Contact & Phone number: _____

Date and Time of Reception: _____

Other Important Information about Reception: _____

Music Categories and Requests:

Favorite Categories:

Please list the following categories in order from:

1: Most Preferred to 9: Least Preferred

_____ Classic Party Songs (ex...Shout...What I like about you...)

_____ Classic Dance Songs (ex..Disco.....Funk....Old pop dance...)

_____ Top 40 Songs (recent popular songs... most downloaded)

_____ Oldies Songs (50's, 60's, Motown, Elvis, Beatles etc...)

_____ Alternative Songs (new "alternative" artists)

_____ 80's and 90's Songs (pop and dance from these decades)

_____ Classic Rock Songs (ex...AC DC, Rolling Stones, The Eagles...)

_____ Country Songs (both contemporary and classic country artists)

_____ R & B and Urban Dance Songs (current and past artists)

I do not play gangster rap or "death metal" and all songs are edited for language.

Requests: Please list Title and Artist (use back of sheet or another page if necessary)

AGENDA:

_____ Pm **Guests Arrive.** What time are you having the guests arrive at the reception? Will they be coming directly into the reception room or will there be a separate cocktail room that they will arrive to first?

_____ Pm **Music Begins.** What time do you want me to begin playing music? Generally, it's when the guests arrive. What type of music would you prefer? . Some examples of the standards I play are: Frank Sinatra, Kenny G, Dean Martin, Michael Buble, Norah Jones, etc.

_____ Pm **Bride and Groom Arrive.** What time are you planning to be brought into the reception?

_____ Pm **Introduction of the Wedding Party.** What time do you want us to introduce you into the reception.

Wedding Party Entrance Song: Title _____ Artist _____

Please provide us with the names of all members of the wedding party in the same order as at the ceremony with the Best Man and the Maid / Matron of Honor coming in last, immediately before you come in. If last names are difficult, please spell them out phonically.

_____ Escorted by: _____
_____ Escorted by: _____
_____ Escorted by: _____
_____ Escorted by: _____
_____ Escorted by: _____
_____ Escorted by: _____

Bride and Groom's Announcement How do you want to be announced as a couple? Example: "Ladies and Gentleman the New Mr. and Mrs. John Doe!" Or "Mr. and Mrs. John and Jane Doe!" Etc.

_____ Pm **Welcome.** (Optional) If the father of the Bride/Groom or anyone else would like to say a few short words of welcome, please let us know. Traditionally this comes before the toasts.

_____ Pm **Toast.** The best man's toast is traditionally done after the wedding party is introduced, just before dinner. It can also be done during dinner. List anyone else who plans on doing a toast, like the Maid/Matron of honor, a bridesmaid, a groomsman, etc.

_____ Pm **Blessing.** The blessing is traditionally done immediately after the toasts and before dinner. If there is a blessing, who will be providing it?

Name: _____

_____ Pm **Dinner Served.** What time are the caterers planning to begin serving dinner?



_____ Pm **Cake Cutting**. Some couples cut it right after they are introduced into the reception, some wait to do it right before the Traditional Dances are performed. Do you have a specific song you want played?

Title _____ Artist _____

_____ Pm **Traditional Dances**. These first dances of the evening will open the dance floor. Typically, you want to wait until the guests are finished eating. Please give me the songs you would like to use for each of the following. If you are not having one of these dances, cross it out.

First Dance: Title _____ Artist _____

Bride/Father: Title _____ Artist _____

Groom/Mother: Title _____ Artist _____

Wedding Party: Title _____ Artist _____

_____ Pm **Bouquet Toss & Garter Toss**.

Bouquet Toss Song: Title _____ Artist _____

Garter Toss Song: Title _____ Artist _____

___ **Dollar Dance**. Yes or No? We will provide the appropriate music needed, unless there is something in particular you would prefer to be played.

Group Dances

Please check the dances you are fine with having at your reception.

- ___ Y.M.C.A
- ___ Macarena
- ___ Cupid Shuffle
- ___ Cha Cha Slide
- ___ Shout
- ___ Electric Slide
- ___ Hokey Pokey

___ Pm **Other Announcements**. Please let us know if there are there any other announcements that you would like made. (I.E. birthdays, anniversaries, closing, etc)

_____ Pm **Music Ends**. Is there a last song that you wanted played?

Title _____ Artist _____

Room Layout

Please sketch an approximate layout of the room on the back of this page. Let us know where you would like the DJ equipment set up (Rough drawings are fine)

