

Reception Planning

This form is designed to help you plan all of the special details of your wedding reception. Please read through all sections carefully, making any additional notes you require. If there are elements you would like to including in your reception and they are not outlined here, be sure to address those with your DJ during your pre-event meeting. Attention to the smallest details ensures your day is perfect.

We would like to be announced? Yes No

Please announce us as _____

Bride _____ Groom _____

Bride's Parent(s) _____ Groom's Parent(s) _____

Step Parents _____ Step Parents _____

Maid /Matron of Honor _____ Best Man _____

Bridesmaids _____ Groomsmen _____

Flower Girl _____ Ring Bearer _____

Background dinner music to be played:
TYPE/ OR THEME

Reception Elements

Champagne toast? Yes No timing _____

Toast(s) offered by in order _____

Formal cake cutting? Yes No timing _____

Bouquet toss? Yes No timing _____

Garter toss? Yes No timing _____

Song first dance _____

Father/Daughter _____

Mother/Son _____

Wedding Party (1st song played) _____

Money Dance? Yes No

Would you like your departure from the party announced? Yes No

ADDITIONAL NOTES
