

Reception planning for _____ Date _____

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.

Cocktail music before dinner _____

We would like to be announced to reception? Yes - No (print & spell names phonetically)

Bridesmaids _____ Groomsmen _____

Maid/Matron of Honor _____ Best Man _____

Flower _____

Bride & Groom _____

Will there be a prayer/speech before dinner? Yes – No / Whom? _____

Dinner music _____

Reception Elements for timing consider these items as close together for photos/ maximum guests / and then relax

Champagne toast? Yes No Toast(s) offered by in order
 1 _____ 2 _____ 3 _____
 3 _____ 4 _____ 5 _____

Others? Yes No

Formal cake cutting? Yes No Time _____
 Bouquet toss? Yes No Time _____
 Garter toss? Yes No Time _____

Special notes _____

Song first dance _____

Father/Daughter _____

(Or special person)

Mother/Son _____

Money Dance- Yes -No / First song of reception _____

Last song or announce our departure/ song / time _____