



Wedding Reception Planning Worksheet

Bride & Groom's Names: _____

Reception Date: _____ Start Time: _____

Name of Venue: _____ Inside Venue Outside Venue

Street Address: _____

City: _____ Zip Code: _____ Phone: _____

Contact person at venue: _____ Email: _____

Available set-up time: _____

Time Bridal Party will arrive: _____

Approximate number of guests expected: _____ Children under 16: _____

What time will the guests arrive: _____

Will there be a cocktail time for guests? Yes No

If yes, what time _____ to _____

Please indicate the types of music or mood that you would like. Feel free to list specific songs that you may want, or we can play a variety of standards: Classic Stings Guitar/Piano New Age Opera

Other (please list) _____

What time will guests be seated for dinner: _____

Type of meal that will be provided: (please check)

Sit down Buffet Hors' doeuvres only

Introduction of the Bridal Party

Below you will find the usual order for introductions of the Bridal Party. Please list the names in the order of their introduction. Please print or type a phonetic pronunciation where applicable.

Will parents of the Bride & Groom be introduced? Yes No

If yes, introduced from the introduction line? Or from their seat?

Parents of the Bride: _____

(Or) Mother of the Bride & Escort: _____

Father of the Bride & Escort: _____

Parents of the Groom: _____

(Or) Mother of the Groom & Escort: _____

Father of the Groom & Escort: _____



Will Grandparents be introduced? Yes No

If yes, introduced from the introduction line? Or from their seats?

Grandparent's names: _____

Flower Girl: _____ Ring Bearer: _____

Bridesmaids & Groomsmen

&

&

&

&

&

&

Maid/Matron of Honor & Best Man

_____ & _____

Bride & Groom (as you would like to be announced):

Blessing/Grace By: _____

Toast(s) By: _____

Allow guest to toast/roast? Yes No

Below is a sample of the most popular wedding reception highlights. Please review for the events you would like to take place during your reception, and the order in which they should occur. Strike through any that you do not prefer.

- Cocktail Hour
- Introduction of the Bridal Party
- Bride & Groom Grand Entrance
- Bride & Groom First Dance
- Toast
- Blessing/Grace
- Serve Food
- Father/Daughter Dance
- Mother/Son Dance
- Wedding Party Dance
- Anniversary Dance
- Dollar/Money Dance
- Open Dance Floor
- Cake-Cutting
- Bouquet Toss
- Garter Toss



Below are some examples of the most popular audience participation songs, line dances & novelty dances. Strike through any that you do not prefer.

- Macarena
- Wobble
- Shout
- Whip & Nae-Nae
- Hit The Quan
- Cupid Shuffle
- Cotton Eyed Joe
- Electric Slide
- Chicken Dance
- Hokey Pokey
- Dougie
- Limbo
- Harlem Shake
- Boot Scootin Boogie
- Gangnam Style
- Cha Cha Slide
- Y.M.C.A
- The Twist
- Conga Line/Party Train
- Other (please specify) _____

Bridal & Special Dances

Bride & Groom First Dance:

Song Title/Artist: _____

Father/Daughter Dance:

Song Title/Artist: _____

Mother/Son Dance:

Song Title/Artist: _____

Wedding Party Dance:

Song Title/Artist: _____

Private Last Dance:

Song Title/Artist: _____

Other Special Dances (please specify)

Dance: _____

Song Title/Artist: _____

Dance: _____

Song Title/Artist: _____



Special Songs:

Wedding Party Entrance:

Song Title/Artist: _____

Bride and Groom Entrance:

Song Title/Artist: _____

Cake Cutting:

Song Title/Artist: _____

Bouquet Toss:

Song Title/Artist: _____

Garter Toss:

Song Title/Artist: _____

Last Dance of the Evening:

Song Title/Artist: _____

Please check the types of dance music you believe your guests would enjoy during your reception:

Current Top 40 Adult Contemporary Rock & Roll Classic Rock Oldies (50-60) Motown

Alternative New Rock Big Band/Swing Country Disco/Retro Urban/Rap Slow Dance

Top 40 of the: 1970's 1980's 1990's 2000's 2010's

Ethnic _____

Other _____

A good mix of all of the above as our party develops

List any types of music NOT to be played, even if requested by the guest:

"Must Have" Songs (Feel free to use a separate piece of paper if necessary)

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____



"Do not play" songs:

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____

Song Title/Artist: _____

If you have any special events or special concerns the DJ should know about, please list them below or on a separate sheet of paper. It is our intention to make your party as enjoyable and memorable as possible!

How would you like your DJ to dress for the event?

Formal Sunday best Business Casual Themed

Wedding Reception Sample Timeline

- Guests arrive at your Wedding Reception and cocktail music begins
- Bridal Party arrives, followed by the introduction of the Bridal Party
- Bride & Groom First Dance
- Mingling & Greeting Guests
- Invocation, Blessing or Prayer (if desired)
- The meal is served (if buffet style, the DJ can announce the order in which the tables will be served)
- Toasts
- Special Dances i.e., Father/Daughter, Mother/Son
- A separate dance for the Wedding Party or combined two families
- Dollar/Money Dance
- Dance floor opens to all guests
- Bride & Groom cut the cake
- Bouquet toss
- Garter toss
- Dancing resumes until the Bride & Groom make grand exit

As you plan your celebration, keep these ideas in mind for you and your guests:

1. If you have assigned seating for dinner, seat your younger guests closer to the sound system.
2. Try not to clump too many activities together. Doing so can upset the flow of the event making it more difficult to build an energy level throughout the event. Doing everything all at once can also unintentionally encourage guests to leave early.
3. Keep your DJ table near the dance floor and visible. A visible DJ stand will attract more guests to the dance floor. If the DJ and the music are portrayed as a main event as opposed to a sideshow, more people will be willing to dance.
4. Ensure that your photographer is patient and accommodating, and will stay to capture all of the wonderful moments.

Thank you for taking the time to read and fill out this form. It will help to create a fun, yet highly organized atmosphere at your Wedding Reception.