



RECEPTION PLANNER

GENERAL INFO

GROOM _____ **GROOM** _____

AGES & GRADUATION YEARS: _____

RECEPTION VENUE _____

VENUE ADDRESS _____

PHONE _____ **TIME VENUE AVAILABLE FOR SETUP** _____

LOCATION AND START TIME OF CEREMONY _____

GUEST ARRIVAL TIME _____ **WEDDING PARTY ARRIVAL TIME** _____

RECEPTION COLORS: _____

ESTIMATED # OF GUESTS _____

AGE OF GUESTS _____ %1-18 _____ %18-28 _____ %28-38 _____ %38-48 _____ %48 +

RECEPTION ATTIRE FORMAL ___ SEMI-FORMAL ___ CASUAL ___ OTHER _____

WILL A MEAL BE PROVIDED FOR THE DJ _____

BRIDAL PARTY

ENTRANCE SONG

TITLE _____ **ARTIST** _____

OPTIONAL INTRODUCTIONS

FLOWER GIRL _____ RING BEARER _____

USHER _____ USHER _____

MOTHER OF BRIDE _____ FATHER OF BRIDE _____

MOTHER OF GROOM _____ FATHER OF GROOM _____

BRIDAL PARTY

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

BRIDESMAID _____ GROOMSMAN _____

MAID/MATRON OF HONOR _____ BEST MAN _____

BRIDE AND GROOM AS ANNOUNCED _____

EVENT TIMELINE

PLEASE CHECK ALL THAT APPLY AND EXPECTED TIME TO TAKE PLACE.

___ **COCKTAIL / DINNER MUSIC** – TIME _____

MUSIC: Rat Pack Jazz Instrumental Top 40 Motown Piano Bar

Custom Spotify Playlist

OTHER _____

___ **ANNOUNCE WEDDING PARTY** – TIME _____

___ **TOAST** - TIME _____

FROM: _____

___ **BLESSING** - TIME _____

FROM: _____

___ **DINNER** – TIME _____ Buffet Plated Family Style

MUSIC: _____

___ **CAKE CUTTING EVENT** – TIME _____

SONG _____

___ **FIRST DANCE** (Newlyweds) – TIME _____ Choreographed?

SONG _____

___ **FATHER/DAUGHTER DANCE** – TIME _____ Choreographed?

SONG _____

___ **MOTHER/SON DANCE** – TIME _____ Choreographed?

SONG _____

___ **WEDDING PARTY DANCE** – TIME _____

SONG _____

___ **BOUQUET TOSS** – TIME _____

SONG _____

___ **GARTER REMOVAL** – TIME _____

SONG _____

___ **GARTER TOSS** – TIME _____

SONG _____

___ **GARTER REAPPLICATION** – TIME _____

SONG _____

OPTIONAL EVENTS

___ **SHOE GAME** – TIME _____

___ **ANNIVERSARY DANCE** – TIME _____

___ **DOLLAR DANCE** – TIME _____

___ **SUNSET PHOTOS** – TIME _____

___ **NEWLYWED SEND OFF** – TIME _____

___ **SPECIAL ANNOUNCEMENTS:**

MUSIC PREFERENCES

MOTOWN _____

2000's _____

COUNTRY _____

50's _____

CLASSIC ROCK _____

EDM _____

60's _____

DISCO _____

RAP _____

80's _____

POP _____

REGGAE _____

90's _____

HIP-HOP _____

POLKA _____

SPECIFIC SONGS:

DO NOT PLAY:

MIXXIN DJS

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