**Reception Planner**

Please fill out this questionnaire and mail it to: **[YOUR MAILING ADDRESS]** by at least two weeks before your wedding.

Feel free to add, remove, or change anything. After returning this form, please notify me of any changes by contacting **[YOUR EMAIL ADDRESS]**. Thank you!

**The Grand Entrance**

Would you like the DJ to announce a grand entrance? \_\_\_\_\_  
Do you have a song in mind for the grand entrance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**Please number the following in the order you would like them announced and provide names and pronunciations if applicable. Bridesmaids and groomsmen are typically announced in pairs, but feel free to arrange them differently if you prefer.**

\_\_\_\_\_ Flower girl \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ Ring bearer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Groomsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_ Bridesmaid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ Groomsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Groomsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_ Bridesmaid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Groomsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
\_\_\_\_\_ Bridesmaid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ Groomsman \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Maid of Honor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_ Best Man \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ The Couple \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
**MUSIC AND DANCES  
Please indicate if you would like to skip any of these. Write “DJ” if you’d like to leave the music selection to my discretion.**

The Couple’s First Dance:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Bride & Father Dance:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom & Mother Dance:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Music for the Cutting of the Cake:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Music for the Anniversary Dance:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
   
Music for the Garter Toss:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Music for the Bouquet Toss:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Music for the Dollar Dance (this typically takes at least three to four songs):  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Artist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Artist\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Music for the Last Dance:  
Song\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Artist \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
  
  
**RECEPTION EVENT ORDER**

Below you will find a typical order for a wedding reception. If you would like to change the order of anything, please place numbers accordingly. **All events are optional**; **please indicate “SKIP” to eliminate.**   
   
\_\_\_\_\_ **Background music** will be played during the arrival of your guests, the cocktail hour, dinner, etc. (for as long as you want). **Start time:** \_\_\_\_\_\_\_   
   
\_\_\_\_\_  **DJ announces the wedding party**. **Time:** \_\_\_\_\_\_\_  
   
\_\_\_\_\_ **Food Service** will be announced and dinner music will be played. **Time:** \_\_\_\_\_\_

Is it a buffet? Yes / No. If yes, would you like me to excuse by table or just let everyone go whenever they please after the bridal party?

\_\_\_\_\_ **Toasts**: A wireless microphone will be available.  
**Toasts** **(please circle)**: Father of the Bride Father of the Groom Best Man   
Maid of Honor Groomsman Bridesmaid Other(s)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ **Cake Cutting**

\_\_\_\_\_ **The Couple’s First** **Dance**  
   
\_\_\_\_\_ **Bride & Father** **Dance**  
   
\_\_\_\_\_ **Groom & Mother** **Dance**  
   
\_\_\_\_\_ **Anniversary Dance** (all married couples)

\_\_\_\_\_ **Open** **dancing** to your music selections along with requests from your guests.  
  
\_\_\_\_\_ **Garter Toss**  
   
\_\_\_\_\_ **Bouquet Toss**  
  
\_\_\_\_\_ **Dollar Dance** I enlist the best man and maid of honor to collect donations in exchange for a quick dance with the bride or groom. This is typically thought of as money for the honeymoon. Please also select one of the options below:

\_\_\_\_ Play the dollar dance as long as guests are in line? **OR**

\_\_\_\_ End after a certain number of songs? How many? \_\_\_\_\_

\_\_\_\_\_ **Dancing** to more music until the end of your reception and the **last dance**.  
 **\_\_\_\_\_ Other** (use the space below to indicate any other events. Examples: blessing before dinner, last call announcement, couple send-off, etc.)

**Reception end time (when music should stop): \_\_\_\_\_\_\_\_\_**

**STYLE  
  
Please circle any styles you’d like to hear:**‘60s ‘70s ‘80s ‘90s ‘00s Top 40 Motown/Soul Classic Rock Hip-Hop/Rap R&B Funk/Disco Latin Indie/Underground Rock Vintage Country   
Modern Country Swing/Big Band Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 **Please circle any styles you would NOT like to hear:**‘60s ‘70s ‘80s ‘90s ‘00s Top 40 Motown/Soul Classic Rock Hip-Hop/Rap R&B Funk/Disco Latin Indie/Underground Rock Vintage Country

Modern Country Swing/Big Band Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
 **Please list 10-20 artists or songs you and your guests would like to hear:  
  
  
  
  
  
  
  
  
  
Please list 10-20 artists or songs you and your guests would NOT like to hear:**  
  
  
  
  
**Please list 5-10 “guilty pleasure” artists that you and your guests would like to hear (ex: music you loved in high school):**  
  
  
  
  
  
**Should I keep the music free of profanity? Is there any point in the evening at which profanity in the music is acceptable?** [Note: I never play music with profanity, unless I’ve received your approval here and the explicit version was specifically requested. I have/can get clean versions of almost any song.]  
  
  
  
  
**May I partake in food, if available? Yes / No**

**May I take pictures at your reception to post on my website/social media? Yes / No**

**Do you want uplighting ($300 add-on)? Yes / No**

**What color would you like? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(Example: red, blue, green, pink, purple, white, etc.)

**Ceremony Planner**

**If you also hired me for the ceremony, please fill out these questions too. Please indicate if you would like to skip any of these. Write “DJ” if you’d like to leave the music selection to my discretion.**

**Ceremony start time: \_\_\_\_\_\_\_**

Background songs or styles while guests are arriving: (example: acoustic music, instrumental music, “Such Great Heights” by Iron & Wine, etc.)

Processional Song(s):

Recessional Song:

Other Song(s) (for candle lighting, prayer, communion, etc.):

Your time and effort in completing this planner is greatly appreciated. See you soon!