



1221 Mercedes St.
Benbrook, TX 76126
Phone: (817) 249-7914

Reception Planner

WEDDING INFORMATION

Client Contracting _____ Wedding Date _____
Client's Address _____ City _____ Zip _____
Client's Day Phone _____ Night Phone _____ Relationship _____
Bride's Name _____ Groom's Name _____
Time Wedding Ceremony Begins _____ Approx. Length _____ Travel Time to Reception _____

MUSIC SELECTION

Please indicate the percentage of each category desired at your event. Big Band _____ Waltz _____ Polka _____
50's/60's Oldies _____ Motown _____ 70's Pop/Rock _____ 70's Disco _____ 80's _____ 90's _____
Current Hits _____ Country _____ Hard Rock _____ Rap _____ Soul _____ Classical _____ Other _____
Will you need dinner music? If so, what type. _____

SETUP TIME

Your DJ would like to begin setting up at least one hour prior to the start of your event. Earliest set up time: _____
Approximate time you and your wedding party will arrive? _____
If dinner is served, approximate time of meal? _____
Do you prefer your DJ to be: Outgoing _____ Moderate _____ Easy Going _____ Reserved _____
DJ Location: On Stage _____ On Platform _____ Floor _____ Outside _____

SPECIAL DANCES

BRIDE & GROOM DANCE: Title: _____ Artist _____
FATHER/BRIDE AND/OR MOTHER/GROOM DANCE: Title: _____
_____ Artist _____
PARENTS DANCE: Title: _____ Artist _____
WEDDING PARTY DANCE: Title: _____ Artist _____

RECEPTION EVENTS

The following are activities that may or may not be part of your reception plan. Please **number in their proper time sequence** the activities that you will be using. In addition, please place an "A" beside the number of those that you would like for the **DJ to announce**:

_____ Introduce Wedding Party/Family	_____ Bouquet Toss
_____ If so, please list names on backside of this Planner.	_____ Garter Toss
_____ Introduce Bride and Groom	_____ Last Dance _____
_____ Toast – Person _____	_____ Exit Song _____
_____ Will guests be sharing in toast? Yes _____ No _____	_____ Exit – Throwing what? _____
_____ Dinner (Sit down _____ Buffet _____)	_____ Dollar Dance (Couple collects money) _____
_____ Bride and Groom Dance	_____ Grand March (Couple leads dance) _____
_____ Father/Bride	_____ Other Preferences _____
_____ and/or Mother/Groom Dance	_____
_____ Parents' Dance	_____
_____ Wedding Party Dance	_____
_____ Cake Cutting	_____

ANY SPECIAL INSTRUCTIONS YOU MAY HAVE FOR DJ CAN BE LISTED ON BACK OF PLANNER.