

Jeremy Hamel, DJ

Wedding Reception Planner

Wedding Date: _____

Names: _____

Reception location information:

Name of Venue: _____

Street Address: _____

City: _____

Point of Contact at venue: _____

Important times and guest information:

Reception Start Time: _____

Time your disc jockey set up: _____

Guest arrival time: _____

Bridal party arrival time: _____

Time dinner is served: _____

Approximate number of guests expected: _____

Primary age group _____ to _____ Overall age range _____ to _____

Other professionals and contact numbers:

Photographer: _____ (_____) _____

Wedding Planner/Coordinator: _____ (_____) _____

Caterer: _____ (_____) _____

***Below you will find the usual order for introductions of the Bridal Party at the Grand/Formal Entrance. Please list the names in the order of their introduction. **If only the bride and groom will be announced for the Grand/Formal Entrance, please fill in ONLY 'Bride & Groom' at the bottom of this section.** (Please print or type a phonetic pronunciation where applicable.)

Grand Entrance

If there are any other guests you would like to have announced while entering or recognized while seated during the Grand/Formal Entrance please indicate who and their relationship to you.
(Example: Roger and Kathy Yates, bride's grandparents)

Junior Bridal Party Members _____

Bridesmaids

Groomsmen

_____ & _____
_____ & _____
_____ & _____
_____ & _____

Maid/Matron of Honor: _____

Best Man: _____

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

First Dance *immediately* following your introduction? Yes () No ()

Reception Highlights

Below is a menu of the most popular wedding reception highlights.

Please choose the events you would like to take place during your reception and indicate song selections or designated guests at appointed times, if applicable.

(Note: This page is designed to indicate whether or not you will be having these events.)

Guest Arrival Music (ex: jazz, top 40, cocktail): _____

Grand Entrance: _____

Bride & Groom First Dance: _____

Blessing before dinner? Yes () No () If so, who? _____

Dinner Music (ex: adult alternative, love songs): _____

Are any/all wedding guests allowed to make toasts? Yes () No ()

Father/Daughter Dance: _____

Mother/Son Dance: _____

Anniversary Dance: _____

Dollar/Money Dance: _____

Cake-cutting ceremony: _____

Garter/Bouquet ceremony: _____

Wedding Party Dance: _____

Novelty/Audience Participation Dances: _____

Last Dance: _____

Modern Wedding Reception Sequence

- Guests Arrival
- Grand Entrance
- First Dance
- Dinner
- Toasts
- Father/Daughter Dance
- Mother/Son Dance
- Anniversary Dance
- OPEN DANCING
- Money Dance
- OPEN DANCING
- Cake Cutting
- OPEN DANCING
- Bouquet Toss
- Garter Toss
- OPEN DANCING

Classic Wedding Reception Sequence

- Guest Arrival
- Grand Entrance
- Dinner
- Toasts
- First Dance
- Father/Daughter Dance
- Mother/Son Dance
- OPEN DANCING
- Anniversary Dance
- Money Dance
- Cake Cutting
- OPEN DANCING
- Bouquet Toss
- Garter Toss
- OPEN DANCING
- Last Dance

Wedding Reception Open Dancing

Please check the type(s) of dance music you want to hear at your wedding reception:

- Current/Top 40 () Adult Contemporary () Rock & Roll () Classic Rock ()
Oldies (50-60's) () Motown () Alternative/New Rock () Big Band/Swing ()
Country () Disco/Retro () Urban/Rap () Slow Dance () Everything! ()

If you had an FM stereo or Spotify/Pandora channels to use for your dance music, what stations or channels would you listen to?

(EX: POWER 93, KISS 106, 90's Pop, 80's Electro) _____

Do you want me to take music requests from your guests? Yes () No ()

MUST PLAY SONGS: _____

MUST NOT PLAY: _____

NOTE: Please don't be too rigid about the timing of events. With all the merriment surrounding the occasion, planned events can fall behind their scheduled time. However, if you wish to complete all events on time, please be aware that they must be moved along swiftly and may make for an awkward evening for you and your guests. Basically: go with the flow and have fun!

Notes section: