

Event Advantage Wedding Reception Planner

This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet. After returning this form, please notify us of any changes. Thank You!

Event Date: _____ **Event Venue** _____ **Address** _____

Wedding Ceremony Time: _____

Ceremony

Processional Music:

Song _____

Artist _____

Bride Entrance:

Song _____

Artist _____

Grand Exit:

Song _____

Artist _____

Bridal Party Information

_____ Parents of the Bride _____

_____ Parents of the Groom _____

_____ Flower Girl _____ Ring Bearer _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Maid of Honor _____ Best Man _____

_____ Bride _____ Groom _____

How would you like to be introduced? Mr. & Mrs. _____

Special Songs and Dances:

Music for Grand Entrance Into Reception

Song _____
Artist _____

Bride and Grooms First Dance:

Song _____
Artist _____

Bride and Father Dance:

Song _____
Artist _____

Groom and Mother Dance:

Song _____
Artist _____

Wedding Party or Friends and Family Dance: Music for Cake Cutting:

Song _____
Artist _____

Music for the Bouquet Toss:

Song _____
Artist _____

Music for the Garter Toss:

Song _____
Artist _____

Music for the Dollar Dance:

Song _____
Artist _____

Last Song and Dance of the night:

Song _____
Artist _____

Songs and/or types of music you **DO NOT** want to hear:

Songs and/or types of music you **DO** want to hear:

Spotify or You Tube Playlist Links:

Birthdays, Anniversaries or Special Announcements:

Wedding Photographer name contact info: _____

Wedding Coordinator name and contact info: _____

Reception Events

This is for you to use as a guideline in planning your wedding reception. **All events are optional**, please check mark all events you would like included in your reception.

_____ **Background Music** will be played during the arrival of the guests.

_____ **Wedding Party Grand Entrance Into Reception** The DJ and DJ assistant will announce the wedding party.

_____ **Toasts and Speeches** Please circle. Father of the Bride Father of the Groom Groomsman Bridesmaid
. Maid Of Honor Best Man Wireless microphones available. Before or After dinner is served?

_____ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphones available.

_____ **Food Service** will be announced and dinner music will be played.

_____ **Cake Cutting** announced and attention will be directed towards the cake and the Bride & Groom.

_____ **Special Dance - Bride & Groom** will be introduced and their special song played.

_____ **Special Dance - Bride & Father** will be introduced and their special song played.

_____ **Special Dance - Groom & Mother** will be introduced and their special song played.

_____ **Special Dance - Wedding Party** will be invited onto the dance floor to dance to a song selected by you.

_____ **Other** - Use to write in your own special event or dance, otherwise please disregard.

_____ **Dancing** to your music selections along with appropriate requests from your guests.

_____ **Garter Removal & Toss** The bride sits down and the groom removes the garter off the bride.
. We will then call the groom and the single men to the dance floor. Next, we will give a countdown for the toss.

_____ **Bouquet Toss** We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.
. chosen song played.

_____ **Last Song and Dance** Guests will be informed of the last dance and asked to join our newlyweds for one
. last dance

_____ **Special Send Off** Special song played as guests are asked to make a tunnel as Bride and Groom make
. their Exit from the reception (Sparklers or other special effects used)_____

Avalanche Dance Yes / No (Please circle one)

This is great way to get all your guests onto the dance floor. Here's how it works... The wedding party is called onto the dance floor and a song is played (The song is a fast song) and the wedding party begins dancing. Now, when they hear the music stop, each person will go into the audience and bring back a different dance partner to the dance floor. Then, when everyone comes back to the dance floor, the dancing begins again. This cycle continues until everyone is on the dance floor. This dance is usually done at the beginning of the open dancing.

Shoe Game Yes/No (Please circle one)

This is a fun game for the newlyweds where the bride and groom sit in chairs with their backs to each other and exchange one of their shoes with each other. With each of them holding a bride shoe in one hand and a groom shoe in the other the emcee will ask some funny newlywed game style questions and the bride and groom will answer the questions by raising either the bride shoe or groom shoe. This game is very fun for the guest and a great way to gain audience attention.

Optional Specialty Dances Please check the dances that you would like to have.

Dollar Dance Chicken Dance Hokey Pokey Cha-Cha Slide Cupid Shuffle Macarena YMCA

Any additional comments or anything special you would like to add for your wedding reception?

May we take pictures at your wedding reception to post on our website? Yes / No (Please circle one)

Need some suggestions for that special dance song and/or music for an event?

e-mail us at EventAdvantage1@gmail.com or call

209-283-0336

EventAdvantage1.com