

Your Reception Planner

Order No. _____



As your wedding approaches, please complete this form or our online version at: You should also schedule an appointment shortly before your wedding date to discuss this and other details of your event. ☎ **Tel: (978) 500-6981**

Ceremony to be held at _____ Time _____

Reception to be held at _____ Arrival time (guests) _____

DJ to play from _____ to _____ (Hrs must coincide with your contract) Overtime possible? ☐ Yes ☐ No

Will you have a **receiving line**? ☐ Following the ceremony ☐ During Reception at _____

Will the wedding party be **introduced** when you enter the reception? ☐ Yes ☐ No _____

Bridal Party

Grandparents of Bride _____ ☐ Introduce ☐ Acknowledge

_____ ☐ Introduce ☐ Acknowledge

Grandparents of Groom _____ ☐ Introduce ☐ Acknowledge

_____ ☐ Introduce ☐ Acknowledge

Parents of the Bride _____ ☐ Introduce ☐ Acknowledge

Parents of the Groom _____ ☐ Introduce ☐ Acknowledge

Flower Girls _____

Ring Bearers _____

Bridesmaids

Groomsmen

Maid of Honor _____

Best Man _____

Bride _____

Groom _____ **Introduce as:** _____

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Will your **First dance** (Bride & Groom) be ☐ Following Introductions ☐ during dinner ☐ after dinner Music _____ by _____

Will there be a ☐ **Blessing/Grace** ☐ **Motzie/Kiddush** ☐ Other? Led by _____

Will there be a **TOAST** by ☐ Best Man ☐ Maid of Honor ☐ Parent(s) ☐ Others? _____

Check any that apply and require DJs attention: ☐ Centerpieces ☐ Favors ☐ Cameras or other novelty _____

The **Wedding cake** will be cut: ☐ during dinner ☐ After dinner Music: ☐ Traditional (Bride cuts the cake) ☐ Other _____

Is there a **Father's Dance with Bride?** ☐ Yes ☐ No Music _____ by _____

Is there a **Mother's Dance with Groom?** ☐ Yes ☐ No Music _____ by _____

Check any that apply to Father/Mother dances: ☐ after introductions ☐ after dinner ☐ after cake cutting ☐ Use one song for both dances ☐ Other _____

Toss Bouquet? ☐ Yes ☐ No **Garter?** ☐ Yes ☐ No ☐ Other _____

Are there any **other formalities** that we should be aware of? _____

Closing

Will Bride & Groom **change clothes?** ☐ Yes ☐ No
Will Bride & Groom have a **closing dance?** ☐ Yes ☐ No Music _____
Circle of friends at closing dance? ☐ Yes ☐ No By _____