



Reception Planner

Schedule of Events

1. Arrival of Wedding Party (reception line)
2. Dinner
3. Toast
4. Cake Cutting
5. Bouquets and Garter Toss
6. First Dance (Bride & Groom)
7. Second Dance
8. Father & Daughter / Mother & Son Dance
9. Dancing
10. Money Dance
11. Farewell Dance

The DJ Serves as your Master of Ceremonies. **Definition of Master of Ceremonies:** A Professional who conducts and controls the outcome of the event making all necessary announcements and ensuring that all parties know what is happening.

1. **Arrival of wedding Party:** The MC/DJ would introduce the wedding party by name as they make their initial entrance to the reception and would also help set up the receiving line if that is desired.

2. **Dinner:** To ensure things move in an orderly fashion, the MC/DJ will announce the plan for dinner. Please let the MC/DJ know whether dinner is sit down or buffet.

3. **Toast:** This can be done several ways. The Best Man can toast the Bride and Groom before they are served dinner or when they are finished with dinner and then open it up from the floor. The MC/DJ will ask the staff to prepare the champagne for serving before making any announcements.

4. **Cake Cutting**: The MC/DJ will direct everyone's attention to the Bride and Groom as they prepare to cut the cake. The MC/DJ will check with the catering staff; photographer and the Bride and Groom before making the announcement to be sure they are all ready.

5. **Bouquet and Garter Toss** : Immediately following the serving of the cake, the MC/DJ will invite the Bride & Groom to the Dance Floor. First the MC/DJ will ask for all the single ladies to gather on the dance floor for the bouquet toss. After that the MC/DJ will invite all the single men to gather for the garter toss

6. **First Dance**: The MC/DJ will invite the Bride and Groom to the dance floor, announce the song they have selected and introduce them by their Married name.

7. **Second Dance** : After the first dance has finished, the MC/DJ would invite Parents of the Bride & Groom to join in. Midway thru the song the MC/DJ would invite the wedding party to join in: (This format gives the photographer a chance to take photos)

8. **Father & Daughter / Mother & Son Dance**: If you choose this optional Dance, you need a song to dedicate to them. The MC/DJ will announce that this is a special dedication to your parents and invite all parties to the dance floor. Examples of songs: Through the years, Daddy's little girl, Holding back the years, Butterfly Kisses.

9. **Dancing** : The MC/DJ will open the dance floor to all guests. Usually starting with a slow song and then moving into upbeat songs. The MC/DJ will accept request and encourage them as well. At GSC Production we play a wide variety of music that everyone will enjoy.

11. **Money Dance** : If the Bride and Groom elect to have this dance the MC/DJ would explain to your guests how to take part in this dance. If you are unsure of having this dance, ask the MC/DJ about the background of this dance and why you would consider having it.

12. **Farewell Dance** : when the Bride and Groom are ready to leave the event, the MC/DJ will have a final dance inviting all guests to participate.

Wedding Planner

Check List

Six to Twelve Months Prior

- 1. Set date and pick out engagement rings
- 2. Buy wedding planner and memory book
- 3. Discuss wedding budget with parents
- 4. Plan color scheme
- 5. Reserve wedding and reception locations
- 6. Order dress and accessories
- 7. Register for Gifts
- 8. Make choice for Bridesmaids and Groomsmen
- 9. Begin making guest list
- 10. Discuss plans with clergy or judge
- 11. Discuss Honeymoon & select travel agent
- 12. Select photographer
- 13. Select and book your Disc Jockey or Band

Three to Six Months Prior

- 1. Complete your Guest list
- 2. Order Invitations and Announcements
- 3. Order Wedding Rings
- 4. Shop for Brides Trousseau (Brides personal outfit)
- 5. Arrange for transportation service (Limousine)
- 6. Set up date to order Attendants Dresses
- 7. Confirm delivery date for Brides Dress
- 8. Select Florist
- 9. Discuss details with all involved Parties
- 10. Order Grooms attire along with Groomsmen
- 11. Complete Honeymoon Plans (purchase tickets and make reservations)
- 12. Make Living Arrangements

Six Weeks to Three Months Prior

- __1. Mail Invitations
- __2. Plan Rehearsal Dinner
- __3. Arrange lodging for out of town Guests
- __4. Buy Gifts for the Bridal Party
- __5. Final Dress and Headpiece fitting for Bride
- __6. Have Portrait taken
- __7. Pick up Wedding Rings (Check size & Engraving)
- __8. Send shower Gifts Thank you Notes
- __9. Send Announcements to Newspaper
- __10. Make sure Necessary documents (Legal, Medical, Religious) are in order
- __11. Make Appointment with Hairdresser (Bride)

Two to Three Weeks Prior

- __1. Get Marriage License
- __2. Double Check transportation Arrangements for Bridal party
- __3. Review Reception Procedure with DJ Service
- __4. Attend Bachelor & Bachelorette Party

One to Two Weeks Prior

- __1. Purchase traveler's checks
- __2. Begin Packing
- __3. Give final count to Caterer
- __4. Check final details with Florist & Photographer
- __5. Review-seating arrangements with head Usher
- __6. Remind Bridal Party of Rehearsal and Rehearsal Dinner

The above schedule is a traditional format and is only one idea of how your event should flow. We work closely with your photographer, caterer, videographer and anyone else you may hire to ensure that everyone is prepared and your wedding reception runs smoothly. For More ideas or recommendations on caterers, photographers and of course reception sites.

Just ask!!



QSC Production

206-817-9191