

Thank you for choosing MIXXmobile for your Wedding Day! We are happy to help you in any way possible. Please take your time to review and fill out as much of the following information as you can. If you need assistance, please do not hesitate to contact us.

We know you have a lot to think about and get done before the big day. Our Reception Planning Worksheet was designed to help you plan out your reception with as little stress as possible. It will also aid in making sure nothing gets left out or forgotten. If you want something provided and you do not see it on our worksheet, please use the last page to add the item(s) with as much detail/information as possible.

General Information

Bride's Name: _____ Phone: _____ Email: _____

Bride's Mothers Name: _____ Phone: _____

Groom's Name: _____ Phone: _____ Email: _____

Event Date: ____/____/____ Event Location: _____

Event Address: _____

Contact Person at Event Location: _____ Phone: _____

Banquet Room Name: _____ What Floor: ____ Elevator: YES/NO Access Time: _____

Time DJ can setup Equipment: _____ Number of Guests: _____ Time Guest Will Arrive: _____

Time Bride & Groom Arrive: _____ Do you want announced upon arrival? (Grand Entrance): YES/NO

If YES – What Song: _____

Reception Start Time: _____ Reception End Time: _____ DJ Attire: Tuxedo Business Casual Relaxed

How Animated/Interactive do you want your DJ? Not At All Some What Pretty Involved All Out Nutty

How would you like the DJ to handle things? Just Play Music Make Basic Announcements Get Creative

Do you want DJ to handle all timing of your reception? YES NO (This means making sure events are followed in order)

Do you want your DJ to take music requests? YES NO

Will the DJ have a dinner provided? YES NO Will the DJ have access to free soft drinks and/or water? YES NO

Bridal Party Information

Please list all persons that will be attending. Include both the correct spelling of their names as well as the phonetic spelling if needed. (PLEASE PRINT ALL NAMES)

Grandparents of Groom: _____

Grandparents of Bride: _____

Parents of the Groom: _____

Parents of the Bride: _____

Usher(s): _____

Flower Girl(s): _____

Ring Bearer: _____

Jr. Bridesmaid: _____

Jr. Groomsman: _____

Brides Maid 1: _____

Groomsman 1: _____

Bridesmaid 2: _____

Groomsman 2: _____

Bridesmaid 3: _____

Groomsman 3: _____

Bridesmaid 4: _____

Groomsman 4: _____

Bridesmaid 5: _____

Groomsman 5: _____

Bridesmaid 6: _____

Groomsman 6: _____

Bridesmaid 7: _____

Groomsman 7: _____

Maid/Matron of Honor: _____

Best Man: _____

Bride & Groom: _____

(Write down the way you want to be introduced as a wedded couple)

Reception Information Order

Cocktail Music: YES/NO Music Type: _____

Dinner Music: YES/NO Music Type: _____

Introductions: YES/NO Artist/Song: _____

Toast 1: YES/NO Need Microphone: YES/NO Toast by: _____

Toast 2: YES/NO Need Microphone: YES/NO Toast by: _____

Blessing: YES/NO Need Microphone: YES/NO Blessing by: _____

Cake Cutting: YES/NO Announce when ready: YES/NO Time: _____ Before/After Dinner

Dinner Served: YES/NO Announce when ready: YES/NO Time: _____ Style: _____

Announce Bridal Party: YES/NO Artist/Song: _____

Bride & Groom Dance: YES/NO Artist/Song: _____

Bride & Father Dance: YES/NO Artist/Song: _____

Groom & Mother Dance: YES/NO Artist/Song: _____

Bridal Party Dance: YES/NO Artist/Song: _____

Bouquet Toss: YES/NO Artist/Song: _____

Garter Toss: YES/NO Artist/Song: _____

Last Dance of the Evening: YES/NO Artist/Song: _____

Specialty/Novelty Dances:
 Dollar Dance: YES/NO
 Artist/Song 1: _____
 Artist/Song 2: _____
 Artist/Song 3: _____
 Artist/Song 4: _____

Snowball Dance: YES/NO Anniversary Dance: YES/NO Dollar/Apron Dance: YES/NO
 (see last page for above dance descriptions)

Other Novelty Dance(s): examples are Chicken Dance, Hokey Pokey

Music Selection

Select from the following categories what type of music you would like to hear at your reception. Please keep in mind that the music you like may not be the music that everyone at your reception will like or will get the crowd up and dancing. If you would rather have us select what works, please check "We'll let the DJ decide".

- Let the DJ decide
 Today's Hits
 70's
 80's
 90's
 00's
 Top 40 Country
 Older Country
 Rock
 Disco
 Dance
 RAP
 Oldies 50's & 60's
 Motown
 Hip Hop
 Jazz
 Big Band/Swing

Please list below all **MUST PLAY** songs for your reception. If you need more room, use the back page or additional paper. You do not need to re-write the selection made on previous page.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please list below all music or type of music you **DO NOT** want to hear at your reception.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

