

*Wedding Reception
Planner*

DJ and MC: Bill Mott

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General Information

Contact Person: _____

Phone Number: _____ E-Mail: _____

Reception Location: _____

Reception Date: _____ Reception Time: _____

Ceremony Location: _____

Ceremony Time: _____

Number of Guests: _____ Predominant Age _____

Wedding Coordinator: _____ Phone: _____

Name Introductions

Bride: _____ Groom: _____

Bride and Groom to be introduced as:

Parents of Bride: _____

Parents of Groom: _____

Maid of Honor: _____

Best Man: _____

Bridesmaids: _____

Groomsmen: _____

Flower Girl: _____

Ring Bearer: _____

Reception Specifics

Worry not; these decisions are not final. I am always available to modify and refine your day as you see fit.

Dances

First Dance (usually bride w/ groom): Yes No

Song: _____

Time: _____

Special Instructions: _____

Second Dance (usually bride w/ father): Yes No

Song: _____

Special Instructions: _____

Third Dance (usually groom w/ mother): Yes No

Song: _____

Special Instructions: _____

Group Dance (everyone invited) Before Meal: Yes No

Songs: _____

Special Instructions: _____

Meal

Type of Meal: Buffet
 Served by wait staff
 other

Estimated Time of Serving: _____

Will there be a prayer preceding the meal? Yes No

- Music During Meal:
- Soft Jazz/Piano (Kenny G, Jim Brickman)
 - Instrumental/Big Band (Glenn Miller)
 - Contemporary Easy Listening (Nora Jones)
 - Standard Classics (Frank Sinatra)
 - Classical (Beethoven, Mozart)
 - Other: _____

Specific Songs Played During Meal: _____

Special Instructions for Meal: _____

Toast

- Toast Will Be Made:
- Before meal
 - During meal
 - After meal
 - As a pause from dancing
 - Directly before cake cutting
 - Toward end of the evening

Who will be making toasts? _____

Cake

Estimated Time of Cake Cutting: _____

Song for Cake Cutting? _____

Bouquet and Garter Toss

Estimated Time of Toss: _____

Song for Bouquet Toss: _____

Song for Garter Toss: _____

Special Instructions: _____

Music

Please list specific songs you want played while people are dancing:

Please circle the genres on which you want the DJ to focus:

Top 40 (Fergie)

Old School (Jackson 5)

Pop (Madonna, Michael Jackson)

New Age (Enya)

Club/Dance (Jennifer Lopez)

Hip-Hop (Will Smith)

Classic Rock (Eric Clapton)

Reggae (Bob Marley)

Standard Classics (Frank Sinatra)
50's Oldies (Chuck Berry)

Classical (Canon in D Major)
Big Band (Glenn Miller)

60's Hits (The Beatles)

Ballroom (Fox Trot, Waltz)

Latin (Salsa, Merengue, Gypsy Kings)
Group Dance (YMCA, Chicken Dance)

70's Hits (Santana)
New Country (Keith Urban)

Disco (KC & The Sunshine Band)

Motown (Marvin Gaye)

80's (New Order, The Cure)

House (Masters at Work)

Traditional Country (Alabama)

Trance (Tiesto)

Easy Listening (Nora Jones)

Swing (Zoot Suit Riot)

R&B Dance (Boys II Men)

Soul (James Brown)

Jazz (Louis Armstrong, Coltrane)

Rock (Aerosmith)

Other Genres or Styles of Music: _____
