

*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) | Classical (Canon in D Major) |
| 50's Oldies (Chuck Berry) | Big Band (Glenn Miller) |
| 60's Hits (The Beatles) | Ballroom (Fox Trot, Waltz) |
| Latin (Salsa, Merengue, Gypsy Kings) | 70's Hits (Santana) |
| Group Dance (YMCA, Chicken Dance) | 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: _____

