



Planning Guide for Reception

Bride's Name: _____
Groom's Name: _____
Bride Cell Phone: _____
Groom Cell Phone: _____
Email: _____
Wedding Date: _____
Wedding Time: _____ am/pm
Reception Estimated Starting Time: _____ am/pm
Banquet Venue: _____
Room Name: _____
Contact Person: _____
Number of Guests: _____
Setting: Indoor/ Outdoor
DJ Attire: _____
Colors of Event: _____

Cocktail Hour: Yes/No
Cocktail Music: Jazz/Piano/Other: _____

Introductions: Yes/No
Introduction Music (2-3 songs):
1.) _____
2.) _____
3.) _____

Parents of the Bride: _____

Parents of the Groom: _____

Usher (s): _____

Flower Girl (s) & Ringbearer: _____

Bridesmaid & Groomsman (1): Furthest From Bride and Groom: _____

Bridesmaid & Groomsman (2): _____

Bridesmaid & Groomsman (3): _____

Bridesmaid & Groomsman (4): _____

Bridesmaid & Groomsman (5): _____

Maid/Matron of Honor & Best Man: _____

Bride & Groom are to be Announced as: _____

Toast: Yes/No

Blessing: Yes/No

Whom: _____

Dinner Style Served: Buffet/Sit Down/Other: _____

Dinner Music: Yes/No _____ Type: _____

Cake Cutting Music: Yes/No

Time of Cake Cutting: After Dinner (Traditional)/Other: _____

1.) _____

2.) _____

Couples First Dance: _____

Bride & Father Dance: _____

Groom & Mother Dance: _____

Bridal Party Dance: _____

Anniversary Dance: _____

Dollar Dance: Yes/No

1. _____

2. _____

3. _____

4. _____

5. _____

Bouquet Toss: _____

Garter Pull: _____

Garter Toss: Yes/No _____

Replace Garter: Yes/No _____

Last Dance of Evening: _____

Other Special Dances:

1.) _____

2.) _____

3.) _____

4.) _____

How Do You Feel About the Following Songs:

a. Chicken Dance Yes/No

b. Electric Slide Yes/No

c. Cupid Shuffle Yes/No

d. Locomotion Yes/No

e. Cha Cha Slide Yes/No

If any of these songs are requested by guests, do you want us to play them? Yes/No

What radio stations do you prominently listen to?

Other Information:
