

# WEDDING RECEPTION WORKSHEET

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The **Date** of reception is \_\_\_\_\_ Location \_\_\_\_\_

Bride's name \_\_\_\_\_ phone \_\_\_\_\_

Groom's name \_\_\_\_\_ phone \_\_\_\_\_

Bride's Parents name \_\_\_\_\_ Groom's Parents \_\_\_\_\_

**Ceremony Location** \_\_\_\_\_ **Reception Location** \_\_\_\_\_

Starting time \_\_\_\_\_ Estimated duration \_\_\_\_\_ Location \_\_\_\_\_

Will you require a secondary sound system for your ceremony? Yes \_\_\_ No \_\_\_

What time will the reception **Hall** be available for the DJ to set-up? \_\_\_\_\_

Until what time is the **Hall** rented? \_\_\_\_\_ Estimated number of Guests \_\_\_\_\_

Wedding party expected arrival time? \_\_\_\_\_ Limo or Party Bus Y N \_\_\_\_\_

Do you want a Grand Entrance song? Y N If so, what song? \_\_\_\_\_

Would you like the Wedding Party introduced? Y N Write names below/on back

Will there be a Photographer/Videographer? Y N If so, name \_\_\_\_\_

## SEQUENCE OF EVENTS - (Refer to the Reception Timeline Worksheet)

Dinner/food service? \_\_\_ Buffet \_\_\_ Served meal \_\_\_ Hors d'oeuvres \_\_\_ none

Who will release the tables? \_\_\_ DJ or Host Couple or Not needed \_\_\_ (circle one)

Will there be a blessing of the food/name of person? Y N \_\_\_\_\_

What type of dinner/background music do you prefer? \_\_\_\_\_

Will there Be a Video or Slide Show Y N \_\_\_ Longevity Couple Dance Y N \_\_\_\_\_

Will the Father of the Bride give a welcome toast? Y N \_\_\_\_\_

Toasts? Y N Best man Y N \_\_\_ Maid of honor Y N \_\_\_ Siblings Y N \_\_\_\_\_

Cake cutting? Y N If yes, special song? Y N \_\_\_\_\_

Bouquet toss? Y N If yes, special song? \_\_\_\_\_

Garter toss? Y N If yes, special song? \_\_\_\_\_

Dollar dance? Y N If yes, what type of music desired? \_\_\_ slow \_\_\_ upbeat

## MUSIC FOR SPECIAL DANCES – (Refer to the Timeline Worksheet)

Bride & Groom Dance \_\_\_\_\_

Parents Dance

Father/Bride Y N If so, what song? \_\_\_\_\_

Mother/Groom Y N If so, what song? \_\_\_\_\_

Wedding Party? Y N If so, what song? \_\_\_\_\_

Any special milestones to be recognized? Anniversaries \_\_\_\_\_ B-days \_\_\_\_\_

Favorite Radio Station(s)? \_\_\_\_\_

Do you want a special last song? \_\_\_\_\_ If so, what time? \_\_\_\_\_

