

WEDDING RECEPTION WORKSHEET

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The **Date** of reception is _____
Bride's name _____ phone _____
Groom's name _____ phone _____
Personal Attendant? Y N Host Couple? Y N _____

Reception Location _____ time _____

Ceremony Location _____ actual time _____

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 on next page)

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? _____

WEDDING RECEPTION WORKSHEET (cont.)

Introduction of the newlyweds as _____
Maid/Matron of Honor _____ Best Man _____

Bridesmaids

Groomsmen

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

**** Please use first names only unless more than one with same name ****

Wedding Party Song? Y N _____

Personal Attendant name? Y N _____

Host Couple name? Y N _____

Blessing of the food? Y N _____

Do you want the DJ to take requests Y N _____

Expected arrival time of guest at reception? _____

Will guests eat upon arrival? Y N Bridal party arrival? _____

Will the DJ be allowed to eat dinner Y N _____

Is the Reception Indoor/Outdoors? _____

If indoors, go to next question, if outdoors, discuss set up with the DJ.

DJ to set up: On Stage? Y N or next to dance floor? Y N _____

*** Please have one 6' to 8' skirted table placed where you would like the DJ to perform ****

