



## Event Planner For Your Reception DJ

Please print a copy of this form and use it as a worksheet to prepare for your wedding reception entertainment. 30 days prior to your wedding date, please go to our website's [online form](#) to submit this information to the Disc Jockey.

Event Date \_\_\_\_\_ DJ \_\_\_\_\_

Reception Location \_\_\_\_\_

Facility Manager \_\_\_\_\_ Facility Phone \_\_\_\_\_

Ceremony Start Time \_\_\_\_\_

Expected arrival time of first guests at reception site \_\_\_\_\_ Number of guests \_\_\_\_\_

Dinner service time \_\_\_\_\_

Photographer's name \_\_\_\_\_

Time photographer leaves \_\_\_\_\_

Videographer's name \_\_\_\_\_

Time videographer leaves \_\_\_\_\_

**Prior to dinner, your DJ can help you with toasts and announcements.**

Introductions of wedding party: None / Upon arrival / Prior to dinner seating (Circle one)

Details of toasts (who will give them and in what order)

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Champagne for toast? \_\_\_\_\_ For whom \_\_\_\_\_

Prayer before dinner? \_\_\_\_\_ By whom? \_\_\_\_\_

Announce cake cutting? \_\_\_\_\_ When? \_\_\_\_\_

### **Special Dances/Events**

Bride & Groom song? yes/no \_\_\_\_\_

Bride & Father song? yes/no \_\_\_\_\_

Groom & Mother song? yes/no \_\_\_\_\_

Bride/Father & Groom/Mother song? yes/no \_\_\_\_\_

Wedding Party song? yes/no \_\_\_\_\_

Dollar dance? Yes/no    Bouquet Toss? Yes/no    Garter Removal? Yes/no

Garter toss? Yes/no    Garter Placement on bouquet catcher's leg? Yes/no

### **Names and Information For Your Reception**

Brides Parents: \_\_\_\_\_ Usher 1: \_\_\_\_\_

Grooms Parents: \_\_\_\_\_ Usher 2: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_ Usher 3: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Usher 4: \_\_\_\_\_

Bridesmaid 1: \_\_\_\_\_ Groomsmen 1: \_\_\_\_\_

Bridesmaid 2: \_\_\_\_\_ Groomsmen 2: \_\_\_\_\_

Bridesmaid 3: \_\_\_\_\_ Groomsmen 3: \_\_\_\_\_

Bridesmaid 4: \_\_\_\_\_ Groomsmen 4: \_\_\_\_\_

Bridesmaid 5: \_\_\_\_\_ Groomsmen 5: \_\_\_\_\_

Bridesmaid 6: \_\_\_\_\_ Groomsmen 6: \_\_\_\_\_

Maid/Matron of Honor : \_\_\_\_\_ Best Man: \_\_\_\_\_

Bride and Groom ( As you would like to be formally announced )

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Otherwise, the DJ should call you:

\_\_\_\_\_ And \_\_\_\_\_

Please list any music you want or don't want.

Please list any additional announcements.

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**[www.wiserproductions.com](http://www.wiserproductions.com)**

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