



Wiser  
Productions.com

West Michigan's Premier Entertainment Agency

## Planner For Your Reception DJ

Please print a copy of this form and use it as a worksheet to prepare for your wedding reception. Please go to our website's [online form](#) to submit this information to your Disc Jockey 30 days prior to your wedding date. Please call your Disc Jockey 10 to 14 days prior to your date to go over your event.

Names of Bride and Groom: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Alternate Number: \_\_\_\_\_

Event Date: \_\_\_\_\_ Disc Jockey: \_\_\_\_\_

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

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

Ceremony Start Time: \_\_\_\_\_ Ceremony Location: \_\_\_\_\_

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 with toasts and announcements**

Introductions of Wedding Party: None/ Upon arrival/ Prior to dinner seating (Circle One)

**Names and Information For Your Reception**

Usher 1: \_\_\_\_\_ Usher 2: \_\_\_\_\_  
Introductions Y/N Y/N  
Usher 3: \_\_\_\_\_ Usher 4: \_\_\_\_\_  
Introductions Y/N Y/N  
Usher 5: \_\_\_\_\_ Usher 6: \_\_\_\_\_  
Introductions Y/N Y/N

Bride's Parents: \_\_\_\_\_  
Introductions Y/N  
Groom's Parents: \_\_\_\_\_  
Introductions Y/N

Ring Bearer: \_\_\_\_\_ Flower Girl: \_\_\_\_\_  
Introductions Y/N Y/N

Bridesmaid 1: \_\_\_\_\_ Groomsmen 1: \_\_\_\_\_  
Introductions Y/N Y/N  
Bridesmaid 2: \_\_\_\_\_ Groomsmen 2: \_\_\_\_\_  
Introductions Y/N Y/N  
Bridesmaid 3: \_\_\_\_\_ Groomsmen 3: \_\_\_\_\_  
Introductions Y/N Y/N  
Bridesmaid 4: \_\_\_\_\_ Groomsmen 4: \_\_\_\_\_  
Introductions Y/N Y/N  
Bridesmaid 5: \_\_\_\_\_ Groomsmen 5: \_\_\_\_\_  
Introductions Y/N Y/N  
Bridesmaid 6: \_\_\_\_\_ Groomsmen 6: \_\_\_\_\_  
Introductions Y/N Y/N

Maid/ Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_  
Introductions Y/N Y/N

**Bride and Groom: (as you would like to be formally announced)**

\_\_\_\_\_

Otherwise, the DJ should call you:

\_\_\_\_\_ and \_\_\_\_\_

## **Toasts**

Champagne for toast: \_\_\_\_\_ For whom: \_\_\_\_\_

**Please name each person that will give a toast. Please list the names in the order that the toasts will be given.**

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Prayer before dinner: \_\_\_\_\_ By whom: \_\_\_\_\_

## **Cake Cutting**

Announce cake cutting: \_\_\_\_\_ When: \_\_\_\_\_

## **Special Dances and 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

Bouquets toss: Yes/No

Garter removal: Yes/No                      Garter toss: Yes/No

Garter placement on bouquet catcher's leg: Yes/No

**Please list any music you want or don't want:**

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**Please list any additional announcements:**

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