



Wedding Reception Planning Worksheet

General Information

Reception Date: _____ Reception Location: _____

Bride's Name: _____ Groom's Name: _____

Bride's Parents: _____ Groom's Parents: _____

Maid / Matron of Honor #1: _____ Best Man #1: _____
(circle one)

Maid / Matron of Honor #2: _____ Best Man #2: _____
(circle one)

Agenda *Please fill in the times for the following events:*

_____ PM **Guests Arrive.** What time are the guests invited to the reception? Will they come directly into the room with the music or will they be in a separate room for cocktails first? Please discuss this with our wedding coordinator.

_____ PM **Music Begins.** What time do you want us to begin playing background music? Typically, this happens when guests arrive.

Cocktails:	Classical <small>(Bach, Vivaldi, etc.)</small>	Jazz <small>(Brubeck, Basie)</small>	Traditional <small>(Sinatra, Martin, etc.)</small>	New Age <small>(Yanni, Enya)</small>	Classic Soft Rock <small>(Billy Joel, Elton John, etc.)</small>	Contemporary Soft Rock <small>(Jack Johnson, Jason Mraz, Colbie Caillat, etc.)</small>
Dinner:	Classical <small>(Bach, Vivaldi, etc.)</small>	Jazz <small>(Brubeck, Basie)</small>	Traditional <small>(Sinatra, Martin, etc.)</small>	New Age <small>(Yanni, Enya)</small>	Classic Soft Rock <small>(Billy Joel, Elton John, etc.)</small>	Contemporary Soft Rock <small>(Jack Johnson, Jason Mraz, Colbie Caillat, etc.)</small>

_____ PM **Bride/Groom Arrive.** What time are you planning to arrive at the reception? Typically, the bride and groom arrive shortly after the guests have arrived.

_____ PM **Introduction of the Wedding Party.** Do you want to have your DJ announce your initial entrance into the reception? If so, how, exactly, do you want your DJ to introduce you? (Please note: music will not be played during this time unless requested.)

(for example, The new Mr. and Mrs. John and Jane Doe, The new Mr. and Mrs. John Doe, or The New Mr. John Doe and Mrs. Jane Smith)

Do you want to have your DJ introduce the members of the wedding party as well? If so, please provide us with their names as you would like to have them read (for example: Jane Jones escorted by John Smith). We will announce them in the same order as at the wedding ceremony, with the best man and maid/matron of honor coming in last, immediately before you come in.

_____ by _____

_____ by _____

_____ by _____

_____ by _____

_____ by _____

_____ by _____

_____ PM **Cake Cutting.** When will you be cutting the cake? Please circle one: As you enter Before Dinner After Dinner

Do you want a special song played at this time? Title: _____ Artist: _____

Would you like us to announce the cake cutting? Yes No

_____ PM **Welcome.** If the father of the bride, the groom, or anyone else wants to say a few short words of welcome, please let us know when they would like to speak. Traditionally, this would come immediately before the toast is proposed.

_____ PM **Toast.** The best man's toast is traditionally done immediately before dinner, but can be done at any time. Please let us know if there is anyone else that would like to propose a toast of their own.

_____ PM **Blessing.** The blessing is traditionally done immediately after the toast, and before the dinner is served. If there is a blessing, who will be providing it?

(The blessing can be made by a priest or minister, a family member, or someone else important to you.)

_____ PM **Dinner Served.** What time are the caterers planning to begin serving?

- Please circle one of the following: Sit down dinner buffet dinner food stations hors d'oeuvres only other

