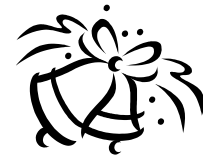


A.E.P. Disc Jockey Professionals

www.AEPDiscJockeys.com
JMick@AEPDiscJockeys.com
413-433-6513



Wedding Reception Planner



Event Information

Type of DJ preferred?

- Outgoing (Motivates/encourages guests to dance, Takes requests, Makes announcement)
- Average (Takes requests, Makes announcement, some interaction)
- Quiet (Makes announcement, Takes requests)

Preferred attire for the DJ?

Tux Suit & Tie Other (please specify) _____

What time is the DJ to play from? _____ AM/PM to _____ AM/PM
(Please note the DJ will arrive one hour before the event to set-up)

What time will the guests arrive? _____ AM/PM

What time will the Wedding Party arrive? _____ AM/PM

Approximate number of guests? _____ Age ranges: _____ to _____

Location and time of Ceremony? _____

Location and time of the Reception? _____

Address: _____

Contact person at the Reception Hall? _____

DJ will be: _____ Indoors _____ Outdoors

(If outdoors; electrical power, no generators, and a tent needs to be provided)

Will the DJ be served dinner? _____ Yes _____ No

Who will be the photographer? (Name & Company) _____

Photographer's phone number? (not required) _____

Who will be the Videographer? (Name & Company) _____

Videographer's phone number? (not required) _____

Honeymoon destination? (not required) _____

Reception Schedule

Please list in order of preference or delete altogether. (They are in standard order now)

_____ Grand Entrance

_____ Father/Daughter Dance

_____ First Dance

_____ Mother/Son Dance

_____ Prayer: by; _____

_____ Bouquet Throw

_____ Toast: by; _____
by; _____

_____ Dollar Dance

_____ Dinner

_____ Anniversary Dance

_____ Cake Cutting Ceremony

_____ Garter Toss

_____ Wedding Party Dance

Additional notes or comments: _____

Introductions

Intro Song for Wedding Party: _____

Intro Song for Bride and Groom (if different): _____

Bride's Grandparents: _____

Groom's Grandparents: _____

Bride's Parents: _____

Or Mother: _____ Escorted by: _____

Groom's Parents: _____

Or Father: _____ Escorted by: _____

Flowergirls

Ringbearers

1. _____ Escorted by: _____

2. _____ Escorted by: _____

(Please note any Family Relations with Bridal Party Members and Bride and Groom)

Bridesmaids

Groomsmen

1. _____ Escorted by: _____

2. _____ Escorted by: _____

3. _____ Escorted by: _____

4. _____ Escorted by: _____

5. _____ Escorted by: _____

6. _____ Escorted by: _____

7. _____ Escorted by: _____

8. _____ Escorted by: _____

Maid/Matron of Honor: _____

Escorted by the Best Man: _____

The new Mr. and Mrs. _____

Special Dances and Other Information

First Dance

Bride and Groom introduced as: _____

Song Title and Artist: _____

Will Wedding Party join in? Yes No

Bridal Party Dance *(if separate from First Dance)*

Song Title and Artist: _____

Dinner

Special Music _____

Centerpiece Give-away

Will there be a centerpiece to give away? Yes No

If Yes, how would you like to give away? Interactive Contest

Make Announcement let table decide

If No, will there be any other give-away? Please Explain _____

Cake Cutting

Song Title and Artist: _____

Father/Daughter Dance

Bride will dance with: _____

Relation to Bride: Father, Grandfather, Step-Father, Other: _____

Song Title and Artist: _____

Mother/Son Dance

Groom will dance with: _____

Relation to Groom: Mother, Grandmother, Step-Mother, Other: _____

Song Title and Artist: _____

Bouquet Throw

Age Limit? 16 and up 18 and up 21 and up

Song Title and Artist: _____

Garter Toss

Age Limit? 16 and up 18 and up 21 and up

Would you like the DJ to pick music for garter removal & toss? _____ Yes _____ No

If not;

Removal Song Title and Artist: _____

Garter Toss Song Title and Artist: _____

Will garter be put on bouquet receiver? _____ Yes _____ No

Will there be a reverse garter (i.e. woman puts garter on man)? _____ Yes _____ No

Dollar Dance (if applicable)

Song Title and Artist: _____

Anniversary Dance (if applicable)

Song Title and Artist: _____

Last Dance – Slow Dance with Bride & Groom

Song Title and Artist: _____

Please list any other special formalities or comments which I should know about in order to make your special day the best possible.....
