

# Wedding Reception Planning Worksheet

## General Information

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Bride's Mother's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Reception Date: \_\_\_\_\_ Performance Time: \_\_\_\_\_  
Name of Venue: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact person at venue: \_\_\_\_\_ Email: \_\_\_\_\_

Approximate number of guests expected: \_\_\_\_\_ Children under 16: \_\_\_\_\_  
What time can the DJ setup equipment: \_\_\_\_\_  
What time will the guests arrive: \_\_\_\_\_  
What time will bridal party arrive: \_\_\_\_\_  
What time will guests be seated for dinner? \_\_\_\_\_

What type of meal will it be: (please check)  
Sit down ( ) Buffet ( ) Hors 'doeuvres only ( )

Do you want your DJ to take requests? Yes ( ) No ( )  
Will the DJ have dinner provided? Yes ( ) No ( )  
Will the DJ have access to free soft drinks and water? Yes ( ) No ( )

### Introductions of the Bridal Party

Below you will find the usual order for introductions of the Bridal Party. Please list the names in the order of their introduction. Please print or type a phonetic pronunciation where applicable.

Will parents of the bride and groom be introduced in the introduction line? ( ) or from their seats? ( )

Will grandparents be introduced in the introduction line? ( ) or from their seats? ( )

Parents of the Bride: \_\_\_\_\_  
Or Mother of the Bride & Escort: \_\_\_\_\_  
Father of the Bride & escort: \_\_\_\_\_  
Grandparents of the Bride: \_\_\_\_\_

Parents of the Groom: \_\_\_\_\_  
Or Mother of the Groom & escort: \_\_\_\_\_  
Father of the Groom & escort: \_\_\_\_\_  
Grandparents of the Groom: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Bridesmaids / Groomsmen

|       |   |       |
|-------|---|-------|
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |
| _____ | & | _____ |

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

**Bride & Groom** (as you would like to be announced)  
\_\_\_\_\_

Blessing/Grace by : \_\_\_\_\_

Allow guest toasts? Yes ( ) No ( )

Below is a menu of the most popular wedding reception highlights. Please review for the events you would like to take place during your reception, and the order in which they should occur. Strikethrough any that you do not prefer.

- Introduction of the Bridal Party/Grand Entrance
- Bride & Groom -First Dance
- Toast
- Blessing/Grace
- Cake-cutting ceremony
- Father/Daughter Dance
- Mother/ Son Dance

- Wedding Party Dance
- Garter/Bouquet ceremony
- Dollar/Money Dance
- The Wedding Game
- Children's Games
- Karaoke
- Slideshow/Video
- Piñata
- Novelty/ Audience Participation Dances
  - Macarena
  - Electric Slide
  - Chicken Dance
  - Hokey Pokey
  - Limbo
  - Cha Cha Slide
  - The Twist
  - Conga Line/Party Train
  - Hula dance or Hula Hoops
  - Soul Train Line
  - Other (please specify)

**Bridal and Special Dances**

Bride & Groom First Dance:

Song Title/Artist: \_\_\_\_\_

Wedding Party Dance:

Song Title/Artist: \_\_\_\_\_

Father/Daughter dance:

Song Title/Artist: \_\_\_\_\_

Mother/Groom Dance:

Song Title/Artist: \_\_\_\_\_

Other Special Events (please specify)

Cake Cutting

Song Title/Artist: \_\_\_\_\_

Bouquet Toss

Song Title/Artist: \_\_\_\_\_

Garter Toss

Song Title/Artist: \_\_\_\_\_

Bouquet/Garter Catchers Dance (if you want):

Song Title/Artist: \_\_\_\_\_

### Wedding Reception Sample Timeline

- Guests arrive at your Wedding Reception and cocktail music begins
- Bridal Party arrives, followed by the introduction of the Bridal Party
- Bride and Groom First Dance
- Mingling and Greeting Guests
- Invocation, Blessing or Prayer (if desired)
- The meal is served (If buffet style, the DJ can announce the order in which the tables will be served starting with the head table)
- Slideshow presentation tracing couples' life from childhood to present
- DJ directs games or piñata with children while parents continue eating & mingling
- As dinner winds down, DJ acknowledges all married couples at reception
- Wedding Game between Bride & Groom and longest married couple in attendance
- Bride and Groom cut the Wedding Cake
- Toast by Best Man and/or Maid/Matron of Honor
- Special Dances, Father/Daughter, Mother/Son, etc
- A separate dance for the Wedding Party or combined 2 families
- Dollar/Money Dance
- Dance floor opens to all guests
- Bride tosses her bouquet
- Groom removes the Brides garter, then tosses the garter to the single men
- Garter-catcher places it on the lady who caught the bouquet, they may dance
- Dancing resumes until bride and groom make grand exit

Please check the types of dance music you believe your guests would enjoy during your event.

Current/Top 40 ( ) Adult Contemporary ( ) Rock & Roll ( ) Classic Rock ( )  
Oldies ( 50-60 ) ( ) Motown ( ) Alternative/New Rock ( ) Big Band/Swing ( )  
Country ( ) Disco/Retro ( ) Urban/Rap ( ) Slow Dance ( )  
A good mix of all of the above as our party develops ( )

"Must Have" Songs

Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_  
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Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_

"Do not play" songs:

Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_  
Song Title/Artist \_\_\_\_\_

How would you like your DJ to dress for the reception?  
Formal ( ) Sunday best ( ) Business Casual ( ) Themed ( )

Do you want background music during the dinner? Yes ( ) No ( )

Do you have any special announcement such as Anniversaries, Birthdays, Special Thanks, Distance Travelers', etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendors

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Transportation: \_\_\_\_\_ Phone: \_\_\_\_\_  
Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_  
Other: \_\_\_\_\_ Phone: \_\_\_\_\_

**As you plan your celebration, keep these ideas in mind for you and your guests:**

- ❑ If you have assigned seating for dinner, seat your younger guests closer to the sound system.
- ❑ If you have a large Bridal Party, consider dedicating a bridal party dance to them. This will allow plenty of time for your photographer to get candid shots of the bridal party.
- ❑ Try not to clump too many activities together. Doing so can upset the flow of the reception making it more difficult to build an energy level throughout the event. Doing everything all at once can also unintentionally encourage guests to leave early. Ensure that your photographer is patient and accommodating, and will stay to capture all of the wonderful moments.

Thank you for taking the time to read and fill out this form. It will help to create a fun, yet highly organized atmosphere at your Wedding Reception.