

# Wedding Planning Worksheet - Reception

## General Information

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

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_ Groom's Parents: \_\_\_\_\_

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

## Agenda

\_\_\_\_\_ Pm **Guest Arrive.** What time are you having the guest arrive to the reception? Will they be coming directly into the reception room or will there be a separate cocktail room that they will arrive to first?

\_\_\_\_\_ Pm **Music Begins.** What time do you want us to begin playing music? Generally it's when guest arrive to the reception. What type of music would you prefer? If nothing in particular is requested the standard dinner music will be played. Some examples of the standards we play are: Frank Sinatra, Kenny G, Dean Martin, Paul Anka, Michael McDonald, etc.

\_\_\_\_\_ Pm **Bride and Groom Arrive.** What time are you planning to be brought into the reception?

\_\_\_\_\_ Pm **Introduction of the Wedding Party.** What time and do you want us to introduce you initially into the reception. How? Exactly? What Song?

**Entrance Song:** Title \_\_\_\_\_ Artist \_\_\_\_\_

Do you want to have the members of the Wedding Party introduced? If so, please provide us with their names in the same order as at the ceremony with the Best Man and the Maid / Matron of Honor coming in last, immediately before you come in. The absolute easiest way to introduce the wedding party is to announce their first names only. Every DJ will "screw up" a person's last name and it leads to embarrassment to the DJ and the person in the Wedding Party. Do you want the last names announced? If so please spell them out phonically  
How do you want to be announced as a couple? Example: "*Ladies and Gentleman the New Mr. and Mrs. John Doe!*" Or "*Mr. and Mrs. John and Jane Doe!*" Etc.

\_\_\_\_\_  
Escorted by: \_\_\_\_\_  
\_\_\_\_\_  
Escorted by: \_\_\_\_\_  
\_\_\_\_\_  
Escorted by: \_\_\_\_\_  
\_\_\_\_\_  
Escorted by: \_\_\_\_\_  
\_\_\_\_\_  
Escorted by: \_\_\_\_\_

## Bride and Groom's Announcement

\_\_\_\_\_