

## Starlight Music Wedding Reception Planning Worksheet

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

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

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

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_  
(circle one)

\_\_\_\_\_ **PM** **Guest 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. What type of music would you like to have playing for background music? Here are some samples.

Cocktails:    Classical Jazz (ex. D. Bruebeck)    Jazz/Big Band (ex. Count Basie)    DJ's Choice  
 Dinner:        Classical Jazz (ex. D. Bruebeck)    Jazz/Big Band (ex. Count Basie)    DJ's Choice

\_\_\_\_\_ **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?

(example: The new Mr. and Mrs. Jon 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. We will announce them in the same order as the wedding, with the best man and maid/matron of honor coming in last, immediately before you come in. (for example: Miss Jane Jones escorted by Mr. John Smith)

\_\_\_\_\_ by \_\_\_\_\_  
 \_\_\_\_\_ by \_\_\_\_\_  
 \_\_\_\_\_ by \_\_\_\_\_  
 \_\_\_\_\_ by \_\_\_\_\_  
 \_\_\_\_\_ by \_\_\_\_\_  
 \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_ **PM** **Welcome.** (Optional) 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 of anyone else that would like to propose a toast of his or her 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? \_\_\_\_\_  
(a priest, minister, family member, or someone important to you can give the blessing)

\_\_\_\_\_ **PM** **Dinner Served.** What time will the caterers begin serving?  
 Please circle one of the following:    Sit down dinner    Buffet dinner    Food station    Hors d'oeuvres only    Other

\_\_\_\_\_ **PM** **Cake Cutting.** When will you cut the cake? Please circle one:    As you enter    Before dinner    After dinner  
 Would you like us to announce the cake cutting?    Yes    No