



Reception Planning Worksheet

Thanks for choosing All Star DJ's for your wedding day! We're happy to help you in any way possible. Please take your time in reviewing and filling out as much of the information on this worksheet as you can. If you need any help, or have any questions please don't hesitate to contact us.

There's a lot to think about and get done before your big day. This worksheet is designed to help us provide you with the least stressful experience possible, and ensure your reception entertainment is exactly what you want. It'll also help to ensure that nothing is forgotten before your event. If you're looking for something special and you don't find it on this worksheet, please use the last section to add the item(s). Be sure to be as detailed as possible. Now, let's get started.

General Information

Bride's Name: _____ Phone: _____ Email: _____

Bride's Mother's Name: _____ Phone: _____

Groom's Name: _____ Phone: _____ Email: _____

Event Date: ____/____/____ Event Location: _____

Event Address: _____

Contact Person at event location: _____ Phone: _____

Banquet Room Name: _____ What Floor: _____

Elevator: YES NO Access Time(s): _____ Time DJ Can Set Up: _____

Number of Guests: _____ Time Guests Will Arrive: _____ Time Bride & Groom Will Arrive: _____

Do you want to be announced before arrival? (Grand Entrance): YES NO

If yes, to what song (if any)? _____

Reception time start: _____ Reception time end: _____

Requested DJ attire: Formal Black tuxedo Shirt & Tie Business Casual

How interactive would you like your DJ? (Circle One) Not at all Somewhat Pretty Involved All out crazy

Would you like your DJ to: (Circle One) Just play the music Make our basic announcements Get creative

Do you want your DJ to take music requests?: YES NO

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Bridal Party Information

Please list all persons that will be attending. Be sure to include both the correct spelling of their names, as well as a phonetic spelling (if needed). Be sure to print all names.

Bride & Groom (write down the way you wish to be introduced): _____

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaid #1: _____

Groomsman #1: _____

Bridesmaid #2: _____

Groomsman #2: _____

Bridesmaid #3: _____

Groomsman #3: _____

Bridesmaid #4: _____

Groomsman #4: _____

Bridesmaid #5: _____

Groomsman #5: _____

Bridesmaid #6: _____

Groomsman #6: _____

Bridesmaid #7: _____

Groomsman #7: _____

Jr. Bridesmaid: _____

Jr. Groomsman: _____

Flower Girl(s): _____

Ringbearer: _____

Parents of the Bride: _____

Parents of the Groom: _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

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RECEPTION INFORMATION

ORDER

Cocktail / Dinner Music: YES NO Music Type: _____

Toast 1: YES NO Need Microphone: YES NO Toast by: _____

Toast 2: YES NO Need Microphone: YES NO Toast by: _____

Blessing: YES NO Need Microphone: YES NO Blessing by: _____

Dinner Served: YES NO Announce When Ready: YES NO Time: _____

Cake Cutting: YES NO Time: _____ Before / After Dinner?

Grand March: YES NO Artist/Song: _____

Bride & Groom Dance: YES NO Artist/Song: _____

Bride & Father Dance: YES NO Artist/Song: _____

Groom & Mother Dance: YES NO Artist/Song: _____

Bridal Party Dance: YES NO Artist/Song: _____

Bouquet Toss: YES NO Artist/Song: _____

Garter Toss: YES NO Artist/Song: _____

Last Dance of Evening: Artist/Song: _____

Specialty / Novelty Dances

Dollar Dance: YES NO

Artist/Song 1: _____

Artist/Song 2: _____

Artist/Song 3: _____

Artist/Song 4: _____

Chicken Dance: YES NO Hokey Pokey: YES NO

Other Novelty Dance(s): _____

Notes: _____
