kceventsounds
www.kceventsounds.com

WEDDING RECEPTION PLANNER

Name _____ **Number of Guests Estimated**_____

Telephone_____ **Date of Party**_____

Your DJ will sit with you approximately a month out from your reception night to review this sheet and go over details, announcements, name pronunciations, songs, special moments, etc

❑ **VIP'S**

BRIDE _____ GROOM _____

Maid of Honor _____ Best Man _____
Bride's Maid _____ Groom's Man _____
Bride's Maid _____ Groom's Man _____
Bride's Maid _____ Groom's Man _____
Bride's Maid _____ Groom's Man _____
Flower Girl _____ Ring Bearer _____

❑ **PARENTS**

Mother of Bride _____ Mother of Groom _____

Father of Bride _____ Father of Groom _____

❑ **ENTRANCE ANNOUNCEMENT**

❑ Announce Bride and Groom ❑ Bridal Party also ❑ No entrance announcement

❑ **BRIDAL TOAST**

❑ Before Dinner ❑ After Cake Cutting ❑ Other (specify)

Please list the name of the person(s) giving the bridal toast so we may introduce them.

First _____ Second _____

❑ **PRAYER**

❑ Prayer before the serving of food

❑ Introduction
Title: _____ Affiliation:_____
Name:_____

❑ **CAKE CUTTING**

❑ Yes, please announce

❑ _____

❑ **SPECIAL DANCES**

TITLE **ARTIST**

❑ First Dance _____
❑ Bridal Party Dance _____
❑ Parents Dance _____
❑ Father/Daughter Dance _____
❑ Mother/Son Dance _____
❑ Dollar Dance

❑ **SPECIAL MOMENTS**

❑ Bouquet Toss
❑ Garter Toss

❑ **NOVELTY DANCE(S)**

❑ Hokey Pokey ❑ Electric Slide ❑ Polka
❑ Chicken Dance ❑ Y.M.C.A ❑ Waltz

❑ **SPECIFIC INFORMATION**

❑ Start Time _____
❑ Setup Time (1 hour before start time) _____
❑ Name of Hall _____
❑ Hall Address _____ Phone _____
❑ On-Site Contact_____
❑ Directions to Hall _____

_____