



RECEPTION PLANNER

Please print and complete this form if you are planning to book our services for your reception. It helps to complete it and forward it to us before you meet with your DJ. This guide is the primary tool your DJ will use in planning the music for your wedding.

GENERAL INFORMATION

Bride's Name: _____ Groom's Name: _____

Date of Event: _____ Location: _____

Ceremony Start Time: _____ Ceremony End Time: _____

Reception Start Time: _____ Reception End Time: _____

Master of Ceremonies: _____ Number of Guests: _____

BRIDAL PARTY

Father of Bride: _____ Father of Groom: _____

Mother of Bride: _____ Mother of Groom: _____

M_____ of Honour: _____ Best Man: _____

Speech? Yes No

Speech? Yes No

Flower Girl: _____ Ring Bearer: _____

Flower Girl: _____ Ring Bearer: _____

Flower Girl: _____ Ring Bearer: _____

Flower Girl: _____ Ring Bearer: _____

Flower Girl: _____ Ring Bearer: _____

Flower Girl: _____ Ring Bearer: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Requested Announcements (please include your preferred song choice for applicable announcements):

Wedding Party Introduction _____ Newlywed's First Dance _____

Beginning of Dinner _____ Cake Cutting _____

Bouquet Toss _____ Garter Toss _____

First Dance _____ Parent's Dance _____

Father/Bride Dance _____ Mother/Groom Dance _____

Bridal Party Dance _____ Last Dance _____

Departure _____ Other _____

Please indicate your choice of background music (background music will be played at conversation level):

Arrival (Genre preferred: soft, jazz, mix, etc.): _____

Cocktail and Dinner Music (Genre preferred: soft, jazz, mix, etc.): _____

TOASTS/SPEECHES

Please provide the names of anyone other than the Best man and Maid of honor that will giving a speech (Newlywed Thank-You, Parents, Blessing of Food, etc.):

DANCES

First Dance (Artist/Song): _____

Father/Daughter Dance (Artist/Song): _____

Other Special Dances (Mother/Son, Parents, Bridal Party, etc.): _____

Miscellaneous Dances (Good Luck/\$ Dance, Anniversary Dance, B'day, etc.) _____

Group Party Dances you want played (Macarena, YMCA, Chicken Dance, Hokey Pokey, Conga, Electric Slide, Cha Cha, etc.):

Group Party Dances you don't want played: (Macarena, YMCA, Chicken Dance, Hokey Pokey, Conga, Electric Slide, Cha Cha, etc.):

Please list any other events that would require music for your reception: _____

REQUESTS

Party Time DJs promises best efforts in providing your requests. Please inform us of any must have requests so we can arrange that your selections will be available.

Please let us know your preference of musical genre (Rock, R&B, Country, 80's, Top 40, etc.):

Please list requests by song artist and title. Please put *stars by your must have requests. Please submit a maximum of 20 requests:

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____
7. _____ 8. _____
9. _____ 10. _____
11. _____ 12. _____
13. _____ 14. _____
15. _____ 16. _____
17. _____ 18. _____
19. _____ 20. _____

Please indicate the percentage of each type of music to be played:

_____ Top 40	_____ Jazz	_____ Disco	_____ Country
_____ R&B	_____ 50s & 60s	_____ Funk	_____ Rap
_____ Hip-Hop	_____ 70s	_____ Alternative	_____ House
_____ Motown	_____ 80s	_____ Dance/Pop	_____ Swing

Other music types: _____

May we play guest requests? Yes No

Any exceptions? Yes No

If yes, please list: _____

Music dislikes: _____

Are there any additional formalities or events that we should know about during the evening? Please indicate approximate times:

Please remember that your DJ will require a 6 – 8 foot table, preferably skirted with a table cloth.