



## Wedding Reception Planner

Name: \_\_\_\_\_ Wedding Date: \_\_\_/\_\_\_/\_\_\_

Phone Number: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Please return this planner at least 30 days prior to your wedding!**

## General Information

1. Preferred attire for your disc jockey / emcee? Tuxedo  Shirt & Tie  Casual

2. Reception venue name / street address: \_\_\_\_\_

A. Contact Person at location & phone number: \_\_\_\_\_

B. Are we performing? Indoors  Outdoors

C. What floor is the room on? \_\_\_\_\_ Is there an elevator available? Yes  No

How many stairs to each room? \_\_\_\_\_

D. Stage / Special set-up needs (Please Specify) \_\_\_\_\_

E. At what time can we set-up? \_\_\_\_\_

3. Your other Professionals:

Photographer: \_\_\_\_\_ Will they be at your reception? Yes  No

Videographer: \_\_\_\_\_ Will they be at your reception? Yes  No

4. Approximate number of guests expected at your reception: \_\_\_\_\_

Primary age group: From \_\_\_\_\_ To \_\_\_\_\_

5. What time will guests arrive? \_\_\_\_\_ What time will the bridal party arrive? \_\_\_\_\_

6. What time will guests be seated for dinner? \_\_\_\_\_

Will they be served: Sit-down  Buffet  Other: \_\_\_\_\_

7. Will meal & beverages be provided for your entertainer? Yes  No

8. Please provide any additional information and directions to your reception location below:

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## Introductions of the Bridal Party

Below you will find the usual order for introductions of the Bridal Party. Please list the names in their order of introduction.

Please print or type a phonetic pronunciation where applicable. Thank you!!

**Just a few quick questions to assist us in organizing your introductions...**

1. Will parents of the bride & groom be introduced in the introduction line  or from their seats
2. Will Grandparents be introduced in the introduction line  or from their seats
3. Will Flower Girl & Ring Bearer be seated at the Head Table Yes  No
4. Will Head Table arrangements be by couples  or gentleman one side - ladies the other side
5. Will Champagne be served for all guests  just the Head Table  or none

## The Introduction Line

Parents of the Bride: \_\_\_\_\_

(or)

Mother of Bride & escort: \_\_\_\_\_

Father of the Bride & escort: \_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

(or)

Mother of Groom & escort: \_\_\_\_\_

Father of Groom & escort: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Bridesmaids & Groomsmen:

\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_  
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\_\_\_\_\_ & \_\_\_\_\_  
\_\_\_\_\_ & \_\_\_\_\_

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

Bride & Groom (as you would like announced): \_\_\_\_\_

Bride & Grooms first dance following your introduction? Yes  No

Cake Cutting following your introduction? Yes  No

Grace By: \_\_\_\_\_ Toast By: \_\_\_\_\_



## About Your Party

Please check the types of music that believe your guests would enjoy during your event.

- Current Top 40 & Dance  Adult Contemporary  Rock & Roll  Classic Rock (70's)  
 Oldies (50's & 60's)  Motown  Alternative / New Rock  Big Band / Swing  
 Country  Disco / Retro  Hip-Hop / R&B  Techno / Trance  
 A good mix of all of the above as our party develops

Feel free to list a few danceable requests. We do not guarantee that every song listed will be played, though we will do our best. Keep in mind we encourage requests from your guests during your party.

Title

Artist

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Any "do not play" songs?

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May we play them if they are requested by your guests?

Yes

No

## As You Plan Your Celebration

Keep these ideas in mind for you and your guests' maximum enjoyment...

1. If you have assigned seating for your dinner, seat your younger guests *closer* to the sound system.
2. If you have a large bridal party (over 8), consider dedicating a "bridal Party" dance to them. This will allow plenty of time for your photographer to get candid shots of your bridal party!!
3. Please be sure to indicate when you will cut your wedding cake. We want to make sure your guests don't miss it!!
4. If you have more questions about this planner or choosing special dances, feel free to contact our office at 716-450-9563. We will do our best to help.
5. If there have been any changes to your starting time since our initial meeting, please call our office so we can make the appropriate arrangements. Thank You!!

Take a moment to answer these questions...

What radio station(s) do you regularly listen to? \_\_\_\_\_

At what address will you reside following your wedding? \_\_\_\_\_

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## Reception Highlights

Below is a menu of the most popular wedding reception highlights.

Please choose the events you would like to take place during your reception.

If you would like to change the order of events please indicate on the left of the menu items.

Thank You!!

- |   |                              |                             |
|---|------------------------------|-----------------------------|
| Introduction of the Bridal Party / Grand Entrance         | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Bride and Groom's first dance (please specify song below) | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Toast   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Blessing before Dinner                                    | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Cake - Cutting ceremony                                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Father & Daughter Dance (please specify song below)       | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Mother & Son Dance (please specify song below)            | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Garter & Bouquet Ceremony                                 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Dollar Dance  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Novelty / Audience Participation Dances                   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
- Electric Slide - Macarena - Locomotion - Chicken Dance - Hokey Pokey - Limbo - Stroll  
 Staying Alive - Grease - Other (please specify) \_\_\_\_\_

## Bridal and Special Dances

- |                                |                                  |
|--------------------------------|----------------------------------|
| Bride and Groom's First Dance: | Father / Daughter Dance:         |
| Song title: _____              | Song title: _____                |
| Artist: _____                  | Artist: _____                    |
| Mother / Groom Dance:          | Bride and Groom's Second Choice: |
| Song title: _____              | Song title: _____                |
| Artist: _____                  | Artist: _____                    |
- Other special Dance Dedications:  
 Song title & Artist: \_\_\_\_\_  
 Birthdays around your wedding date: \_\_\_\_\_  
 Wedding anniversaries around your wedding date: \_\_\_\_\_



## Wedding Reception Timeline

Estimating the timing of events at your Wedding Reception can be tricky without the proper help. This information Sheet is intended to guide you through the entire timeline process. Please note all times indicated on this sheet are merely estimates and the exact timing of events at your Wedding Reception may vary based on many factors. This information will, however, help you make an informed decision while planning your Reception.

**1. Guest Arrival:** (allow 15 - 45 minutes for all your guests to arrive)

Your guests may begin arriving as soon as your Wedding Ceremony has completed and will be patiently waiting for your arrival which may be delayed due to photographs and / or a limousine ride. Make sure your Disc Jockey is in place prior to your guest's arrival as he / she will be the host until you arrive. cocktail and Dinner Music will be playing in the background as your guests arrive to promote a formal atmosphere.

**2. Bridal Party Introduction / First Dance:** (allow 15 minutes for these events)

Your introduction includes the announcement of your parents, bridesmaids, groomsmen, best man, maid / matron of honor, and of course yourselves. We strongly recommend, the introduction moves directly into your first dance and it is in this case you should allow for more time. We recommend following this order of events as it guarantees your first dance takes place while you and your bridal party are still looking great and we know from experience the pictures look better when everyone's hair and makeup are still in place! In addition to the introduction it takes a couple minutes to get the bridal party assembled and in order.

**3. Cake Cutting:** (allow 5 - 10 minutes)

We recommend cutting of the cake takes place after your first dance and before dinner. This ensures the opportunity for your guests to enjoy your cake before they get caught up in the night's celebration. It also allows the wait staff to cut and serve the cake directly after dinner is completed.

**4. Toast / Blessing:** (allow 5 - 10 minutes for these events)

A best Man toast followed by a blessing for the meal generally takes about 5 minutes, but this time may increase with the addition a toast by the Maid / Matron of Honor and another guest.

**5. Dinner:** (allow anywhere from 30 minutes to a couple hours - details below)

**Buffet - Style Dinner:**

Up to 150 guests:	30 minutes
200 guests:	45 minutes
250 guests	1 hour
Over 250 guests:	allow 15 minutes for every 50 guests

**Sit - Down Dinner:** (depends on how many courses are served - this planner assumes there will be soup, salad, and an entrée served)

Up to 150 guests:	1 hour
200 guests:	1 hour 15 minutes
250 guests:	1 hour 30 minutes
Over 250 guests:	allow 15 minutes for every 50 guests



## Wedding Reception Timeline (continued)

6. **Father / Daughter & Mother / Son Dances:** (allow 5 - 10 minutes)  
The time will vary depending on your decision to include only one or both of these dances. Figure 5 minutes for one and 10 minutes for both.
7. **Bouquet / Garter Toss:** (allow 10 - 15 minutes)  
We recommend the throwing of the Bouquet and Garter be limited to anyone 16 years of age and older. This ensures each of the traditional events involved in this fun event can be carried out.
8. **Dollar Dance:** (allow 20 - 30 minutes)  
The time depends on the number of guests who participate in this event.

### **Sample Wedding Reception Timeline 4:00pm - 8:00pm 150 Guests / buffet - Style Dinner**

This is a simple example of a Wedding Reception Timeline which will give you an idea as to the amount of time each event may take. These times will vary according to your event and are never carved in stone if you wish to change them after your initial decision. Remember this is only a sample and is not how you have to organize your Wedding Reception. We are dedicated to making your Wedding the most special day of your lives and will be happy to accommodate any modifications you wish to make to any part of this planner and order of events.

<b>4:00pm</b>	Guests Arrive and background Cocktail Music begin playing
<b>4:30pm</b>	Bridal Party Arrives for Introduction and First Dance
<b>4:45pm</b>	Cake Cutting Ceremony
<b>4:55pm</b>	Best Man Toast & Blessing for the meal
<b>5:00pm</b>	Dinner is Served
<b>5:30pm</b>	Father / Daughter & Mother / Son Dances
<b>5:40pm</b>	Bouquet / Garter Toss Ceremony
<b>5:50pm</b>	Dollar Dance
<b>6:10pm</b>	Everyone have a great time and Celebrate!!

Have a great time planning your Wedding Reception and feel free to call us with any questions regarding this planner or any part of your special day!



## Suggested Wedding Reception Itinerary

With years of Wedding experience and after doing hundreds of weddings, the following order of events is most successful. This FREE planning should help you plan the timing of each event. Please mail a copy of this form back to us as soon as possible. Thank you!!

Please place approximate time of each event on the line provided.

Time

- \_\_\_\_\_ Guests arrive at reception and background cocktail music begins.
- \_\_\_\_\_ Bridal Party arrives, followed by introduction of Bridal Party by DJ. (DJ will give instructions to guests to please be seated and will communicate with Bridal Party as to where they should walk, when introduced.)
1. Bride & Grooms Parents
  2. Bridal Party
  3. Bride & Groom

At this time we will have the first dance to commemorate the beginning of the wedding reception. (This is a good time to have the Bride and Groom dance because everyone looks neat and clean.) About 30 seconds into your First Dance, the DJ will have the entire Bridal Party join in, including the parents. After this we will seat everyone for the toast.

- \_\_\_\_\_ Bride and Groom cut wedding cake.
- \_\_\_\_\_ Toast by Best Man
- \_\_\_\_\_ Invocation, Blessing or Prayer.  
(If there is one of the above; name of person) \_\_\_\_\_
- \_\_\_\_\_ The meal will be served.

If there is a buffet being served the DJ will announce the order in which the tables will be served starting with the head table.

Please keep in mind that the secret to any wedding reception is to have the events move right along, so we will do jus that.

- \_\_\_\_\_ Any special dances, Father / Daughter, Mother / Son, ect... (optional)
- \_\_\_\_\_ Bride tosses her bouquet and then the Groom removes Bride's garter, followed by the Groom tossing Garter to single men. Then the winning man places garter on the ladies leg who caught the bouquet.
- \_\_\_\_\_ Dollar Dance (Shots? Yes or No)  
The Best Man and Maid of Honor should get the shots ready and handle the line.
- \_\_\_\_\_ EVERYONE DANCE AND HAVE A GREAT TIME!!!

Notes or Comments: \_\_\_\_\_  
\_\_\_\_\_



If this order of events meets your approval, please fill out, sign and return as soon as possible, or make changes and write under comments or send separate cover letter.

Thank you for taking the time to read and fill out this form. It will really make your party that much nicer by being organized.

Recommended by: DJ Xcite Sound

Approved by: \_\_\_\_\_ Date: \_\_/\_\_/\_\_\_\_



Disc Jockey Assessment Sheet

Name: \_\_\_\_\_ Event Date: \_\_\_/\_\_\_/\_\_\_

Email Address or Phone: \_\_\_\_\_

Please return this form within 30 days after your event!

Thank you again for choosing DJ Xcite Sound for your special event. Please take a moment to fill out this evaluation form. Your comments and suggestions provide valuable feedback that will help us better serve our customers in the future.

Approximate Number of Guests: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Please list the main reasons you chose DJ Xcite Sound:

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**Personnel**

Was your disc jockey dressed appropriately? Yes  No

Was he / she on time? Yes  No

Did your DJ complete activities or announcements as specified in your contract? Yes  No

Was he / she accommodating and flexible? Yes  No

**Music**

The music played was the style and type I expected: Yes  No

Sound levels were appropriate for the occasion: Yes  No

**Overall, how would you rate your experience with DJ Xcite Sound?**

	Fair				Good				Excellent	
<b>Service:</b>	1	2	3	4	5	6	7	8	9	10
<b>Value:</b>	1	2	3	4	5	6	7	8	9	10
<b>Performance:</b>	1	2	3	4	5	6	7	8	9	10

**Additional Comments:** \_\_\_\_\_

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May we show your comments to potential clients? Yes  No

May we give your phone number to prospective clients? Yes  No

**DJ Xcite Sound ^ 172 Stowe St. Jamestown, NY 14701 ^ 716-450-9921**