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Wedding & Reception Planner

Please fill out and return the completed planner no later than 4 weeks prior to your wedding.
Your DJ/MC will contact you to discuss your event & review your information.

Wedding Date _____ CEE doing ceremony music? _____ CEE doing reception? _____

Bride Name: _____ Groom Name: _____

Phones/Email: _____ Phones/Email: _____

Contact Name and Emergency Cell Phone Number for *Day of Event*: _____

Address after marriage _____

Ceremony Time & Location _____

Reception Time _____ Time Room Available for Setup _____ Entertainment Start Time _____ End Time _____
Time room or space available for tear down _____

Order of Events

SEQUENCE	TIME	EVENT
		Wedding Ceremony, if CEE providing Time Prelude Music To Begin _____
		Cocktail Hour
		Reception Start
		Grand Entrance/Formal Introductions
		Couple's First Dance
		Welcome by B&G
		Blessing/Grace
		Dinner Buffet Served
		Toasts
		Father/Daughter Dance, Mother/Son Dance
		OPEN DANCE FLOOR
		Cake Cutting (served as dessert?)
		Bouquet Toss
		Garter
		Anniversary dance
		Shoe game
		Other interactive (newlywed game, paparazzi, etc)
		Other Special things, slideshow, etc
		Last Dance
		Formal Exit

*There are many different ways to format a reception & still have a successful event. We have found the above order to be the most smooth-flowing and successful. With this format you get maximum guest participation, best photo opportunities, and a fun party energy that increases throughout the event. However, we are happy to format your reception in any order you would like. This is YOUR reception. Any event may be added, removed, or rearranged. **Please review schedule with your caterer.***

LOCATION INFORMATION

Name/address of establishment _____

Contact Name & Position _____ Phone _____

Primary room name/location: _____ Floor: _____

Has music been contracted for an additional room/area (*such as cocktail hour*)? If so, where and when? _____Note*** We ask for a 12ft x 12ft space at minimum set up immediately next to dance floor with power source as stated in contract.Reception area on 1st Level? _____ Are ramps/elevators available for equipment load in/out? Y / N**GENERAL INFORMATION**

Total # of guests _____ Under age 12 _____ Age 13-17 _____ Age 18-25 _____ Age 26-40 _____ Age 41-55 _____ over 55 _____

Any out of town guests? If so, what states? _____

Dinner or Hors D'oeuvres? _____ Time dinner is scheduled to be served _____ If **sit down dinner**, # of courses _____If **buffet**, will bride & groom be served or lead bridal party to line? _____ Single line or multiple stations? _____

Will tables be called? _____ If yes, by whom? _____

Open Bar? _____ Cash Bar _____ Beer/ wine only? _____ Soda/Punch? _____ How long? _____ Closed during dinner? _____

Suit is the normal attire for DJ/MC. If you wish less formal attire, note preference _____

Instructions regarding bubbles, bird seed, butterflies, etc. _____

Are the centerpieces to be given away? _____ Would you like a fun activity to determine who gets them? _____

CONTACT INFORMATION FOR WEDDING PROFESSIONALSPlease give **business name, contact name, phone, & email** for each of the following.

Caterer: _____

Photographer: _____

Videographer: _____

Coordinator: _____

Florist: _____

Cake: _____

Linens/Décor: _____

Other Vendors: _____

DETAILED INFORMATION FOR SPECIFIC EVENTS**COCKTAIL HOUR**

Is cocktail hour in same room as main reception? _____ If not, what room is it in? _____

If cocktails are in separate room, what time will main room be open to guests? _____

Special Announcements _____

Reception Grand Entrance/Introductions

Please list those to be introduced, order of introduction, and *who escorted by*. **If grandparents are recognized, they are usually introduced from their seats, unless you request otherwise.** If either set of parents are divorced or widowed, indicate escort, if any. It is perfectly okay to walk in alone or even as a trio. If you would like interesting tidbits of information about those to be introduced, this can be included. Please arrange a designated meeting place for the Bridal Party and parents. Ask ALL to remain together until after the introductions. (Bridal Party responsibilities should not end after the introductions; part of their responsibility is to participate in all the reception festivities as well as *help encourage guest participation.*)

Wedding Party Entrance Music (Title & Artist) _____

Couple's Grand Entrance Music (Title & Artist) _____

List all names as you would like them introduced and in the order of introduction.

Bride's/Couple #1 Grandparents: _____

Groom's/Couple #2 Grandparents: _____

Bride's/Couple #1 Parents: _____

Groom's/Couple #2 Parents: _____

Bridesmaids or Attendants

Groomsmen or Attendants

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

_____ escorted by _____

JR. Bridesmaid(s)/Attendant (s): _____

Flower Girl(s): _____

Ring Bearer: _____

Maid/Matron of Honor

Best Man/Woman

_____ escorted by _____

- **Please clearly indicate how you would like to be introduced.**

First Dance

Historically, the First Dance is symbolic of the consummation of the wedding vows. This dance is the wedding couples first cooperative engagement and joint endeavor. Music for your first dance is usually a slow song that you love. *It should be one, that when you hear it, you can think of nothing else but spending the rest of your "life's dreams, hopes and wishes with that special person", but it should also be danceable.* **Many songs are 3 to 4 minutes and can seem like an eternity when you are the only couple on the dance floor. The optimum time for a first dance is about 2 to 2 1/2 minutes long.** If you feel your chosen song is too long, the music can be faded early. **Notate on Music Page # 6.**

Parents Dances

Traditionally, the Father/Daughter dance (or whoever presents the bride) dances first, then the groom dances with his mother. If the father is not in attendance, calling out the different male members of the family, brothers, grandfathers, and uncles to dance with the Bride, make for a wonderful occasion. Or if you wish, Father/Daughter and Mother/Son dances can be combined using one song. If this is a same sex wedding, just indicate if/how you would like to structure. **Notate On Music Page # 6.**

Toasting

Raising a glass together is a way for everyone to share in wishing health and happiness to the newlyweds. Toasts may be made with any type of beverage. Important: Make sure toasting time is coordinated with caterer.

Will there be a **champagne** toast for **all** the guests? _____ Other _____

Name of person and relationship, who will be introduced to give the toast (*usually the Best Man/Woman, but can also be Maid of Honor &/or Father*) _____

Will there be other people that will be offering toasts? If so, note. _____

After the toast, would either of YOU like to say something? _____

Blessing/Grace (*or other blessings such as Kiddush and Motzi*)

Name

Title/Relationship

	<u>Name</u>	<u>Title/Relationship</u>	

DINNER HOUR

For a buffet dinner, we can play some trivia with the guests still sitting (to win the right to go next for food).

Trivia? Y/ N If yes, General Trivia? _____ Or Couple's Trivia? _____

If doing Bride/Groom or Couple Trivia, please bring typed questions & answers to Planning Meeting.

Sample Questions: How long have you known each other? Where/ how did you meet? When/ Where/ How did you get engaged? What is your favorite song? What is your favorite color? Where are you going on your honeymoon? Etc.

Announcements _____

Consider any other special activities/presentations that may take place during or immediately following dinner.

Cutting of the Cake

The couple feeding cake to each other represents the sharing of their body to become one. It is an intimate act of trust, symbolizing the beginning of a lifetime of caring and sharing. Do you want the cake cutting to be “nice” or “not so nice”? You may choose to use forks to minimize the temptation for “mashing” each other with the wedding cake. Which ever you choose, please discuss this with your fiancé ahead of time so there are no bad feelings.

Traditional cutting of the cake, with couple feeding each other? Y / N

Will you feed each other simultaneously, or one after the other? _____

Is wedding cake being served as dessert? Y / N If a second dessert is being served, note time & order of each.

Cake Cutting Song: _____

Bouquet and Garter Toss

Tradition has it, that as the bride left the festivities, she tossed her bouquet to a friend—so that the friend would have luck and protection. The custom evolved to imply that whoever caught the bouquet would be lucky and wed next. The way the garter toss came about... Since guests in olden times would literally rip off pieces of the bride’s gown as good-luck tokens, eventually, in self-defense, the bride simply threw her garter to the crowd. You may choose to do all or part of these festivities. If you choose to do all of the traditional events, a word of caution, *it is best not to mix children with adults for this part of your reception festivities for two reasons.* One, when catching the bouquet or garter, children are not as easily seen when the adults eyes are on the target, children are often stepped on and hurt. Or, the adult runs into a child and loses their balance and falls. Second, the mix of a child bouquet catcher and an adult garter catcher, or vice versa, at best, loses something. However, we are happy to handle this any way you would like. With same sex couples, we can eliminate this or customize something fun and unique similar to these old traditions.

Bouquet/Garter Catchers to be over 18 years old? Y / N

For Music Selections see page #7

Throw Bouquet? Y / N

Music to call out Ladies _____

Take off Bride’s garter by Groom/Partner? Y / N

Music take off garter _____

Throw the Garter? Y / N

Music to call out Men _____

Garter Catcher to put garter on bouquet catcher’s leg? Y / N

Music to put garter on catcher _____

NOTES: _____

General Information for our time together

Will there be a formal exit? Y / N _____

Will there be any other entertainment, vocalists or special activity? _____ If so, note what, when and introductions needed.

What is most important to you about your reception?

What is the most important thing you are looking for in you DJ/MC at your reception?

What type of interaction are you looking for at your reception?

List any birthdays, anniversaries, special announcements or dedications you would like your DJ/MC to make:

