



WEDDING RECEPTION FORMAT

Bride & Groom Name: _____ Wedding Date: _____

Wedding *Reception* Site: _____ Hours: _____

Wedding *Ceremony* Location & Time: _____

Contact Person at Facility: _____ Phone Number: _____

Photographer: _____ Videographer: _____

Approximate Number of Guests: _____ Announce Disposable Cameras on Tables: _____

Announce Sign-In Board/Guest Book: _____ Centerpieces/Flowers Given Away: _____

Anniversaries/Birthdays or Special Announcements: (May be acknowledged during dinner and song may be played in their honor.)

1. _____

2. _____

3. _____

4. _____

5. _____

Guests may take pictures with Disposable Cameras on Tables, please leave Disposable Cameras behind for Bride & Groom: _____

Order of Introductions

Introduction Song: _____

Grandparents of Bride: _____

Grandparents of Groom: _____

Parents of Bride: _____

Parents of Groom: _____

Introduction Song: _____

Bridal Party (Order is typically the same as processional at ceremony.)

Bridesmaids

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Ushers

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Jr. Bridesmaids: _____ **Jr. Ushers:** _____

Flower Girls: _____ **Ring Bearers:** _____

Introduction Song: _____

Maid / Matron of Honor: _____ **Best Man:** _____

Introduction Song: _____

Bride & Groom: Mr. & Mrs. _____

DANCES

1st Dance (Bride & Groom) Song: _____

Bridal Party Dance Song: _____
(Song for Bridal Party
Members - may dance
With partner or with
Respective husband/wife.)

Bride / Father Song: _____

Groom / Mother Song: _____

Alternate Dance (Optional) Song: _____

FORMALITIES

Blessing (Reverend, Priest, Rabbi, DJ) _____

Toast (Typically Best Man) _____

Additional Toasts (Optional) _____

BOUQUET / GARTER CEREMONIES

Garter Ceremony Song: _____

Garter Toss Song: _____

Bouquet Toss Song: _____

Garter Re-Enactment Song: _____
(Recipient of both Bouquet
& Garter tosses.)

Do not feel obligated to choose each and every song for the various formalities throughout the reception. The experience and professionalism of your DJ / Emcee can select an appropriate song based on the particular needs and styles of the bride and groom.

CAKE CUTTING CEREMONY

Cake Cutting Song: _____

Please provide us with as many requests for your reception. Typically, 15-20 songs are played per hour. In addition, please star (*) or highlight special or significant songs which are "must play." Please also inform your DJ of songs which are "Dislikes," or songs which may be played "Only If" requested by your guests, friends or family members.

SUGGESTED MUSIC
(may be songs or artists)

Cocktails: _____

Dinner: _____

PRIMARY REQUESTS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

DISLIKES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

ONLY IF

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.

LAST SONG(S) OF THE EVENING (FAST OR SLOW)

1. _____
2. _____
3. _____

WEDDING CEREMONY

The wedding ceremony is typically comprised of four (4) parts. Please provide us with information pertaining to each of the following portions of your ceremony.

1. Prelude/Pre-Ceremony (as guests arrive and take their seats)

Song Selection(s):

1. _____
2. _____
3. _____
4. _____
5. _____

2. Processional (can be for parents, bridesmaids or bride only)

Song Selection(s):

(Bridesmaid(s)) _____

(Bride Processional) _____

3. Unity Candle/Psalm Reading (Occasionally music is requested here)

Song Selection(s):

1. _____
2. _____

4. Recessional (after exchanging of vows)

Song Selection: _____