

WEDDING RECEPTION WORK SHEET

Use this worksheet to help you plan all the specifics of your wedding reception. Be certain to provide a copy of the completed information to your disc jockey.

Reception Date: _____

Location: _____ Contact: _____

THE PEOPLE INVOLVED

Name of bride: _____ After Wedding: _____

Address: _____ Phone: _____

Name of groom: _____

Address: _____ Phone: _____

Names of Wedding Party:

Maid of Honour: _____

Bride's Maids: _____

Best Man: _____

Groomsmen: _____

Mother & Father of the Bride: _____

Mother & Father of the Groom: _____

Users: _____

Flower Girl: _____

Ring Bearer: _____

Master of Ceremonies: _____

Photographer/Videographer: _____ Phone: _____

Other: _____

THE MUSIC

We will choose appropriate music for the evening, unless otherwise noted below.

Time Disc Jockey expected to setup: _____ Start: _____ Finish: _____

As guests begin to arrive (light, joyous music): _____

When wedding party arrives: _____

Receiving Line: _____

During the Meal: _____

First Dance: _____

Bride & Groom Wedding Party Parents Father/Daughter Mother/Son Guests

Second Dance: _____

Bride & Groom Wedding Party Parents Father/Daughter Mother/Son Guests

Third Dance: _____

Bride & Groom Wedding Party Parents Father/Daughter Mother/Son Guests

Fourth Dance: _____

- Bride & Groom Wedding Party Parents Father/Daughter Mother/Son Guests

During Cake-cutting: _____

As bride tosses her bouquet: _____

As groom throws bride's garter: _____

As bride and groom leave the reception: _____

Other Song Requests: _____

Songs NOT To Be Played: _____

ROOM LAYOUT

Please provide a rough sketch of the room in which your dance will take place, making note of the location of such things as the head table, guest seating area, dance floor, DJ location, bar, etc.