



Wedding Reception Planner

Please Return 3 weeks before event

Big Brothers Productions has two goals:

1. To make sure that at your event everything runs smoothly and according to your plans.
2. To make sure that all of your guests have a great time.

Filling out this wedding reception planning sheet will help us meet your goals.

General Information

Bride's Name: _____ Groom's Name: _____
Contact Name: _____ Phone: Daytime: _____
Wedding Date: _____ Evening: _____
Entertainment Start Time: _____ Number of Guests Approx.: Adults: _____ Children: _____
Entertainment End Time: _____ Guest Age Ranges: 1-16 17-30 31-45 46-60 61+

Set-Up Time and Instructions

We would like to begin setting up at least one hour prior to the start of your event. Please have one table (at least 6 feet in length) placed where you would like the DJ perform. The area should be at least six (6) foot by six (6) foot for Big Brothers Productions main setup, space for setting up speakers, a 120-volt outlet (3-prong grounded with at least 15 amps available) from a reliable power source within 50 feet (along the wall) of the set-up area.

Reception Location: Indoor Outdoor

Reception Location Name / Address/Room: _____

Reception Contact Name: _____ Title _____ Phone: _____

Do we have to provide music in other room(s) at any time (such as for cocktail hour)? Yes No

If so, what, where and when?: _____

Guest Arrival Time: _____ Will a dinner/buffet be served? Yes No If yes, approximate time: _____

Style of Food Service: Buffet Sit Down Plate Food Stations Family Style

of courses (including dessert): _____ Will food be provided for the DJ(s)? Yes No

Special Instructions Regarding Music Being Played During the Meal:

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Introductions

Grand Entrance Song Title: _____ Artist: _____

Bride's Grandparents: _____

Groom's Grandparents: _____

Bride's Parents: _____

Or Mother: _____ with Escort: _____

Father: _____ with Escort: _____

Groom's Parents: _____

Or Mother: _____ with Escort: _____

Father: _____ with Escort: _____

Ushers: 1. _____ 2. _____

3. _____ 4. _____

Flowergirl(s)

1. _____

2. _____

RingBearer(s)

Escorted by: _____

Escorted by: _____

Bridesmaids

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Groomsmen

Escorted by: _____

Escorted by: _____

Escorted by: _____

Escorted by: _____

Escorted by: _____

Escorted by: _____

Maid/Matron of Honor _____

Escorted by Best Man: _____

The New Mr. & Mrs. _____

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Reception Events & Activities

Indicate which activities you will have at your wedding and the order of events. We will discuss the time schedule when we meet.

- Blessing:** It is customary to offer a blessing before the meal. If there is a blessing, it is before the toast. The blessing can be offered by a member of the clergy (if present), a family member, or the DJ.

Order#: Blessing will be offered by: _____

- In Jewish weddings as well as at other ethnic weddings, there is a ceremony offered where the **fathers break bread and offer a blessing**. Please describe how this will take place.

Order#: _____

- Dinner** Order#:

- Toast:** The best man traditionally offers a toast to the bride and groom. At this time the guests will be asked to stand, the bride and groom will be asked to take their seats and the Best Man will be called to offer a toast. Following the Best Man the Maid/Matron of Honor might also like to offer a toast. Who should announce the toast? DJ Best Man/Other _____

Order#: Toasts given by: _____

If there were more than one toast offered, would you like us to open the mic for others to offer a toast? No Yes (Does anyone else want to say something to the bride or groom or offer a toast?)

At English weddings it is traditional for parents to toast the couple and then to be joined by other guests in toasting the couple. Would either of the parents like to offer a toast? No Yes

When toasted by the parents, it is customary for the bride and groom to say something. Usually thanking their parents and guests and this could be said in the form of a toast. Would you like to say anything? No Yes (It is not customary in most sections of the country.)

- Cake Cutting**
The cutting of the cake is a tradition, which is seen at most weddings. It is a photo. A well posed photograph of the bride and groom by the cake is always appreciated. Then on queue from the photographer, the DJ would play the song of your choice.

Would you like the DJ to coordinate this activity, with fanfare and the involvement of the guests? No Yes

Would you prefer to cut the cake, but discreetly without the DJ making an announcement? No Yes

Order#: Song Title: _____ Artist: _____

- First Dance:** Introduced as _____

Order#: Song Title: _____ Artist: _____

- Father/Bride Dance:** Bride will dance with _____

Relation to the Bride (Father Grandfather Step-Father Other: _____)

Order#: Song Title: _____ Artist: _____

- Mother/Groom Dance:** Groom will dance with _____

Relation to the Groom (Mother Grandmother Step-Mother Other: _____)

Order#: Song Title: _____ Artist: _____



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- Bridal Party Dance:** Bridal Party will dance with Bridal Escorts Significant Others

Order#: Song Title: _____ Artist: _____

- Snowball Dance**

This is a great way to get your guests onto the dance floor usually at the beginning of open dancing. Here is how it works... The Wedding Party is called onto the dance floor and the chosen song is played (a fast song) and the bridal party starts dancing. When the music stops, each lady goes and brings onto the dance floor a different man. The men will then bring back another lady partner. This is done repeatedly until everyone is on the dance floor.

Order#: Song Title: _____ Artist: _____

- General Dance**

If Snowball dance is not used, how do you want to begin the general dance time:

- Call all family members out to the floor to join Bride and Groom
 Announcement that "the Bride and Groom invite you to join them on the dance floor"
 Other: _____

Order#: First Song Title: _____ Artist: _____

- Party Dances**

We can mix these dances into the general dance session if you so desire...

- Cha Cha Slide Electric Slide Reggae Cowboy YMCA Macarena Chicken Dance
 Hokey Pokey Bunny Hop Locomotion Twist Other Party Dance Requests: _____

- Bouquet Throw:** Would you like an age limit? No Yes (If yes: 16 & up or 18 & up)

In the center of the dance floor, Bride tosses bouquet to the single women assembled on the dance floor.

Order#: Song Title: _____ Artist: _____

- Garter Removal:** Would you like an age limit? No Yes (If yes: 16 & up or 18 & up)

In the center of the dance floor, Groom removes garter from seated Bride and then tosses it to the single men assembled on the dance floor.

Order#: Song Title: _____ Artist: _____

- Garter Bid:** Would you like an age limit? No Yes (If yes: 16 & up or 18 & up)

Guests bid on the opportunity to remove the garter from the seated Bride.

Order#: Song Title: _____ Artist: _____

- Would you like a Reverse Garter?** Depends on who winners are

Man who caught garter places it on leg of girl who caught bouquet (if appropriate). Many times where garter goes on leg relates to couple's happiness, etc...

If Yes -- What are the "boundaries"? _____

What do you want said or done? _____

Order#: Song Title: _____ Artist: _____

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Dollar Dance

Male guests line up to slow dance with the Bride while female guests do the same with the Groom. Newlyweds dance with each guest 20-35 seconds. Guests may give a "dollar" to the newlyweds as a token gesture of support for their marriage.

If Yes – Who will be taking dollars to dance? _____ How many songs? _____

Order#: Song Title: _____ Artist: _____

Anniversary Dance

This is where all married couples are asked to dance to a slow song

Order#: Song Title: _____ Artist: _____

Last Dance

Some couples request the first dance song also be used for the final dance. Do you want the DJ to call the guests into a circle to watch you dance the last dance. No Yes

Order#: Song Title: _____ Artist: _____

Other Dedicated Dances/Songs (attach additional sheets if necessary)

Order#: Song Title: _____ Artist: _____

Dedicated to: _____

Music Variety

We will take request from your guests and play ONLY requests based upon YOUR music style selections. Please select the music styles you would like played at your event.

- Complete Variety Top 40 90's 80's 70's 60's
- 50's Big Bands Light Jazz/Instrumental Polkas R & B Latino
- Contemporary Country Country Oldies Alternative Music/Rap/Hip-Hop Club Dance Music

Please write below some of the songs you know you definitely want us to play. Please keep in mind your DJ can play between 45-60 songs in a 4-hour period. Please attach additional sheets if necessary.

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST

Do you wish to bring music from your personal CD collection: Yes No

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DO NOT PLAY SONGS OR ARTISTS LISTED BELOW (Attach additional sheets, if necessary)

If there are specific songs and/or artists that you **DO NOT** want played at the reception, list them below and/or attach separate page.

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST

Special Announcements, Dedications or Requests

We're happy to announce birthdays, anniversaries, or any other special occasion – or if you like you can use our microphone for your own announcements.

Comments: _____

If the centerpieces are to be given away, would you like the DJ to give away the centerpieces? No Yes How and when would you like this done? _____

Additional Contact Information

Please provide us with the name and telephone number of the people we will be working with.

Wedding Coordinator: _____

Phone: _____

Caterer: _____

Phone: _____

Photographer : _____

Phone: _____

Videographer: _____

Phone: _____

Additional Information/Instructions

Please attach additional sheets to provide us with any other information, requests, details or instructions to help us customize our service to your event needs.

Thank you for letting Big Brothers be a part of your special day!

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