



# Reception Planner

## **BRIDE'S INFORMATION**

**Bride's Name** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Cell#** \_\_\_\_\_

**E-mail** \_\_\_\_\_

## **GROOM'S INFORMATION**

**Groom's Name** \_\_\_\_\_

**Phone#** \_\_\_\_\_ **Cell#** \_\_\_\_\_

**E-mail** \_\_\_\_\_

## **GENERAL INFORMATION**

**Date Of Reception** \_\_\_\_\_

**Address (reception hall)** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Direction To Reception** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **DJ Preference**

**How would you like you DJ to Dress: Tux    Suit    Casual**

**Other:** \_\_\_\_\_

**What type of personality would you like the DJ to have:**

**Outgoing            Moderate            Easy Going**

## **Set-up**

**Your DJ will need at least one and a half hours to set-up prior to the dance.**

**What time is the ceremony? Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**What time is your reception? Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

Approx what time will guest start arriving at the reception hall? \_\_\_\_\_

Approx what time will the Bride and Groom be arriving? \_\_\_\_\_

Will you be serving: Hors d'oeuvres    Sit down dinner    Buffett

Approx what time will food be served: \_\_\_\_\_

Will there be a blessing:    YES        NO

If yes whom will give the blessing \_\_\_\_\_

(Earlier set-up time is available please call for details)

**Reception Outline**

Would you like the DJ to introduce the Bride and Groom when they arrive?    YES        NO

How would you like to be announced? \_\_\_\_\_

Would you like the DJ to introduce the wedding party? YES        NO

**BRIDESMAIDS**

**GROOMSMEN**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

The following are a list of events that may occur at your reception. Please circle events that you would like to take place at your reception.

**Receiving Line**

**Bouquet Toss**

**Dinner/Buffet**

**Garter Toss**

**Cake Cutting**

**Dollar Dance**

**Toast to Bride/Groom**

**Other** \_\_\_\_\_

**Bride and Groom Dance (Song Title & Artist)** \_\_\_\_\_

**Father and Bride Dance (Song Title & Artist)** \_\_\_\_\_

**Mother and Groom Dance (Song Title & Artist)** \_\_\_\_\_

**Parent's Dance (Song Title & Artist)** \_\_\_\_\_

**Parents Names:**

**Please note if there are any divorces while filling this section out.**

**Bride's Father** \_\_\_\_\_ **Brides Mother** \_\_\_\_\_

**Groom's Father** \_\_\_\_\_ **Groom's Mother** \_\_\_\_\_

**Wedding Party Dance (Song Title & Artist)** \_\_\_\_\_

**Music Selection**

**Your Dj may take request from guests, but will stay in the styles that you prefer. Please select the styles you prefer.**

\_\_\_\_\_ **Complete Variaty**

\_\_\_\_\_ **Top 40's**

\_\_\_\_\_ **90's**

\_\_\_\_\_ **80's**

\_\_\_\_\_ **70's**

\_\_\_\_\_ **60's**

\_\_\_\_\_ **50's**

\_\_\_\_\_ **Rap**

\_\_\_\_\_ **R&B**

\_\_\_\_\_ **Alternative**

\_\_\_\_\_ **Big Bands**

\_\_\_\_\_ **Country**

\_\_\_\_\_ **Contemporary**

\_\_\_\_\_ **Polkas**

\_\_\_\_\_ **Waltz**

\_\_\_\_\_ **Pop**

**Please write down any songs you want to make sure the DJ plays at the event:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Notes, Announcements, or Requests**

**Our DJ's try will become the Master of Ceremonies at your event, Giving the Bride, Groom, and attendants time to sit and enjoy the events. We will coordinate with the reception staff, caterer, photographer and any other company. That way the Bride and Groom can relax.**

**Hall Manager's Name:** \_\_\_\_\_

**Videographer's Name:** \_\_\_\_\_

**Caterer's Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Photographer's Name:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Are there any and special situations that the Dj should be aware of  
(divorces, step parents, recent death, handicaps, people with epilepsy):**

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**We are happy to announce anything that you would like  
(birthdays, anniversaries, special occasions, ect.). We will have a  
wireless mic for any announcements that you would like made.**

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**Thank You for choosing Northern Lights & Sounds Please feel free to call if  
you have any questions (316) 239-9748 Steven North. When completed please  
mail to:**

**Northern Lights & Sounds  
P.O. Box 428  
Goddard, KS 67052**