



Reception Details

for the wedding of

and

Date _____

Facility _____

Begins _____

Address _____

Ends _____

Attendance _____

Facility Contact

Name _____

Phone _____

Email _____

Wedding Planner

Name _____

Phone _____

Email _____

Announcement

Bride and Groom will be announced as _____

To the following music _____

Will the wedding party be announced as well?* Yes No

If so, use the following music _____

**Please provide us with the names of the wedding party in announcement order, along with any needed phonetic spelling.*

__ First Dance

Song Title _____ Artist _____

Time _____ Notes _____

__ Welcome/Blessing

Speaker _____

Time _____ Notes _____

__ Father – Daughter Dance

Song Title _____ Artist _____

Time _____ Notes _____

__ Mother – Groom Dance

Song Title _____ Artist _____

Time _____ Notes _____

__ Opening the Dance Floor

Song Title _____ Artist _____

Time _____ Notes _____

__ Cake Cutting

Song Title _____ Artist _____

Time _____ Notes _____

__ Toast

Speaker _____

Time _____ Notes _____

Will there be champagne for everyone? Yes No

__ Bouquet and Garter Toss

Bouquet Song _____ Artist _____

Garter Title _____ Artist _____

Time _____ Notes _____

__ Last Dance - Group

Song Title _____ Artist _____

Time _____ Notes _____

__ Last Dance - Private

Song Title _____ Artist _____

Notes _____

Dinner Music

Please describe what types of dinner music you prefer.

Dance Music

Please describe what types of dance music you prefer.

Honeymoon Dance

Would you like a Honeymoon Dance? Yes No

If so, what types of music would you prefer? _____

Appetizers and Drinks

Will there be appetizers and/or drinks before the reception begins? _____

If so, please describe: _____

Additional Equipment and Notes (*DJ use only*)
