



Wedding Reception Planning Worksheet

Reception Date: _____ Performance Time: _____
Name of Venue: _____
Street Address: _____
City: _____ Zip Code: _____ Phone: _____
Contact person at venue: _____ Email: _____
Available set-up time: _____
Approximate number of guests expected: _____ Children under 16: _____
What time will the guests arrive: _____
What time will bridal party arrive: _____
What time will guests be seated for dinner? _____
What type of meal will it be: (please check)
Sit down () Buffet () Hors 'doeuvres only ()

Introductions of the Bridal Party

Below you will find the usual order for introductions of the Bridal Party. Please list the names in the order of their introduction. Please print or type a phonetic pronunciation where applicable.

Will parents of the bride and groom be introduced in the introduction line? () or from their seats? ()

Will grandparents be introduced in the introduction line? () or from their seats? ()

If yes, grandparents names _____

Parents of the Bride: _____

or Mother of the Bride & Escort: _____

Father of the Bride & escort: _____

Parents of the Groom: _____

Mother of the Groom & escort: _____

Father of the Groom & escort: _____

Flower Girl: _____ Ring Bearer _____

Bridesmaids / Groomsmen

_____ & _____
_____ & _____
_____ & _____
_____ & _____

Maid/Matron of Honor & Best Man:

_____ & _____

Bride & Groom (as you would like to be announced)

Blessing/Grace by : _____

Toast(s) by: _____ Allow guest toasts/roasts? Yes () No ()

Below is a menu of the most popular wedding reception highlights. Please review for the events you would like to take place during your reception, and the order in which they should occur. Strikethrough any that you do not prefer.

- ☐ Introduction of the Bridal Party/Grand Entrance
- ☐ Bride & Groom -First Dance
- ☐ Toast
- ☐ Blessing/Grace
- ☐ Cake-cutting ceremony
- ☐ Father/Daughter Dance
- ☐ Mother/ Son Dance
- ☐ Wedding Party Dance
- ☐ Garter/Bouquet ceremony
- ☐ Dollar/Money Dance
- ☐ The Wedding Game
- ☐ Children's Games
- ☐ Anniversary Dance
- ☐ Novelty/ Audience Participation Dances
 - Macarena
 - Electric Slide
 - Chicken Dance
 - Hokey Pokey
 - Limbo
 - Cha Cha Slide
 - The Twist
 - Cupid Shuffle
 - Wobble
 - Soul Train Line
 - Other (please specify)

Bridal and Special Dances

Bridal Party Intro Song Title: _____

Cake Cutting Song Title: _____

Bouquet Toss Song Title: _____

Garter Song Title: _____

Bride & Groom First Dance:

Song Title: _____

Wedding Party Dance:

Song Title: _____

Father/Daughter dance:

Song Title: _____

Mother/Groom Dance:

Song Title _____

Other Special Dances (please specify)

Dance: _____

Song Title: _____

Dance: _____

Song Title: _____

Wedding Reception Sample Timeline

- Guests arrive at your Wedding Reception and cocktail music begins
- Bridal Party arrives, followed by the introduction of the Bridal Party
- Bride and Groom First Dance
- Mingling and Greeting Guests
- Invocation, Blessing or Prayer (if desired)
- The meal is served (If buffet style, the DJ can announce the order in which the tables will be served starting with the head table)
- As dinner winds down, DJ acknowledges all married couples at reception
- Wedding Game between Bride & Groom (Shoe Game)
- Bride and Groom cut the Wedding Cake
- Toast by Best Man and/or Maid/Matron of Honor
- Special Dances, Father/Daughter, Mother/Son, etc
- A separate dance for the Wedding Party or combined 2 families
- Dollar/Money Dance
- Dance floor opens to all guests
- Bride tosses her bouquet
- Groom removes the Brides garter, then tosses the garter to the single men
- Garter-catcher places it on the lady who caught the bouquet, they may dance
- Dancing resumes until bride and groom make grand exit

Please check the types of dance music you believe your guests would enjoy during your event.

Current/Top 40 () Adult Contemporary () Rock & Roll () Classic Rock ()
Oldies (50-60) () Motown () Alternative/New Rock () Big Band/Swing ()
Country () Disco/Retro () Urban/Rap () Slow Dance ()
A good mix of all of the above as our party develops ()

"Must Have" Songs

Song Title _____

Song Title _____

Song Title _____

Song Title _____

Song Title _____

Song Title _____

"Do not play" songs:

Song Title _____

Song Title _____

Song Title _____

How would you like your DJ to dress for the reception?

Formal () Sunday best () Business Casual () Themed ()

As you plan your celebration, keep these ideas in mind for you and your guests:

- ❏** If you have assigned seating for dinner, seat your younger guests closer to the sound system.
- ❏** If you have a large Bridal Party, consider dedicating a bridal party dance to them. This will allow plenty of time for your photographer to get candid shots of the bridal party.

Thank you for taking the time to read and fill out this form. It will help to create a fun, yet highly organized atmosphere at your Wedding Reception.