

Bride & Groom: _____ Date of Reception: _____

Wedding Reception Planner

Complete this form and review with Ascent DJ Productions
no later than four weeks before your wedding.

As your DJ, I will work with your caterer/banquet captain and photographer to coordinate and MC the events of your reception from "Introduction of the Wedding Party" to "Last Dance."

The following is a list of traditional reception events; however, I encourage you to add, change or cross out any event in order to suit your needs and personalize your special day. Please feel free to write notes along with your song requests so that I can accommodate your preferences. Thanks, Dave Berkman, Owner/ DJ

INTRODUCTION OF THE WEDDING PARTY

Takes place when Wedding Party enters reception area. Usually accompanied by high energy song. See "Grand Introduction List" on page 5

Song Request: _____

TOAST TO THE NEWLYWEDS

Before dinner (recommended) or after dinner. If you anticipate many toasts, they can take place before and after dinner.
Best Man and/or persons offering toast are introduced.

Your Preference: _____

COCKTAIL & DINNER MUSIC

Light jazz and mellow arrangements of standards and pop tunes to complement conversation.

Music Requests (genre, artists, or songs): _____

CAKE CUTTING

A symbolic event that takes place either immediately following dinner or 30-45 minutes after dancing begins. I recommend discussing this with your caterer/ wedding planner prior to the event.

Song Request & timing preference: _____

FIRST DANCE

A very special event when Bride & Groom dance to their “favorite” song. Usually takes place after dinner.

Song Request: _____

BRIDE AND FATHER DANCE

Following first dance.

Song Request: _____

GROOM AND MOTHER DANCE

Following bride/father dance.

Song Request: _____

WEDDING PARTY DANCE

Following groom/mother dance. The entire wedding party and parents of the newlyweds are invited to join the Bride and Groom on the dance floor to get the dance party started. This dance can either be a slow dance or an upbeat dance.

Song Request: _____

BOUQUET TOSS

Usually takes place 1-2 hours after dancing begins. Single women are invited to the dance floor to catch the Bride’s bouquet.

Song Request: _____

GARTER REMOVAL/TOSS

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.

Song Request: _____

BRIDE & GROOM'S LAST DANCE

Some newlyweds request a special song for the last dance. Otherwise your DJ will choose an appropriate song.

Song Request: _____

MUSIC PREFERENCES

Ascent DJ Productions will play a variety of music to please guests of all ages. However, please indicate which categories of music you especially want to be played or not played.

Standards Swing / Big Band 1950-60's Oldies

1970's 1980's 1990's

Rap/Hip Hop (edited) Country Reggae / Beach

Classic Rock Alternative Disco / Motown / R & B

Classic Love Songs Latin Today's Hits

MUST PLAY SONGS AND/OR ARTISTS (attach additional sheet if needed):

ARTIST

SONG

<i>ARTIST</i>	<i>SONG</i>

DO NOT PLAY SONGS AND/OR ARTISTS (if any) :

<i>ARTIST</i>	<i>SONG</i>

SPECIAL ANNOUNCEMENTS (if any)

List below any special occasions such as birthdays or anniversaries that you would like to have announced during the reception:

- _____
- _____
- _____
- _____

Grand Entrance Introduction List

Please list names in the order they will be introduced.

Bride's Parents:

Mr. _____

Mrs. _____

Groom's Parents:

Mr. _____

Mrs. _____

Ushers:

1. (Mr.)

3. (Mr.)

2. (Mr.)

4. (Mr.)

Flower Girl:

Ring Bearer:

Bridesmaids:

1. (Mrs./Ms.)

2. (Mrs./Ms.)

3. (Mrs./Ms.)

4. (Mrs./Ms.)

5. (Mrs./Ms.)

Groomsmen:

(Mr.)

(Mr.)

(Mr.)

(Mr.)

(Mr.)

Maid of Honor: (Mrs./Ms.) _____

Best Man: (Mr.) _____

Bride's First Name: _____ **Groom's First Name:** _____

Newlyweds: Mr. & Mrs. _____