



Name:

Event Date:

Reception Venue:

Location: Indoor      Which floor?      Outdoor

**Reception Schedule & Details**

Guest Arrival Time:

Reception End Time:

Couple Arrival Time:

Couple Departure Time:

***Some venues prefer to make certain announcements. To avoid confusion, please indicate which announcements the DJ should make.***

**Grand Introduction**      Time:

Who will be announced during the grand entry?

Couple      Wedding Party      Other

How would you like the couple to be announced?

Song(s):

**Toast(s)**      Time:

Provide name and relationship of toast givers in order:

**Dinner blessing**

Provide name and relationship of person offering the blessing:

**Cake cutting**      Time:

Would you like to include the DJ for dinner?



**Special Songs**

*Please provide the title and artist of the following songs.*

Couple's First Dance Song:

Wedding Party Song:

Parent Dance 1:

Who's dancing?

Parent Dance 2:

Who's dancing?

**Bridal Party**

*Please provide the names of the bridal party in the order to be announced.*

- 1. ----- & -----
- 2. ----- & -----
- 3. ----- & -----
- 4. ----- & -----
- 5. ----- & -----
- 6. ----- & -----
- 7. ----- & -----
- 8. ----- & -----
- 9. ----- & -----
- 10. ----- & -----

Flower Girl(s): -----

Ring Bearer(s): -----

Parents: -----

Other: -----

**Other Special Moments**

*Please indicate whether your wedding will include the following activities.*

Removing the garter      Throwing the garter      Throwing the bouquet

Catchers put garter on each other      Anniversary dance