

Reception Planner

GENERAL INFORMATION

In order to make your reception a success please fill out the following information and return it to us no later than 2 weeks before your event date. This form is for general information only and is not part of the contract for this event. When completed please FAX FORM BACK TO : (770) 234-6631

Brides Name: _____

Grooms Name: _____

Event Date: _____ Event Location: _____ # Of Guests _____

How would you like your Disc Jockey attired?

Formal (Tuxedo) Semi Formal (Coat & Tie) Casual

What type of food service are you having?

Seated Dinner Dinner Buffet Hors d'oeuvres

PROGRAM OF MUSIC & EVENTS

Ceremony Start Time: _____ AM/PM Are we providing ceremony music? Yes / No

Ceremony Location: _____

Reception Start Time: _____ AM/PM (Note: Reception should not start before our start time)

Dinner/Cocktail Music:

Which type of music would you prefer during the Dinner / Cocktail portion of the reception?

Contemporary Jazz Swing/Jazz Standards Love Songs Classical

TRADITIONAL EVENTS

The following is a list of popular events done at most wedding receptions. They are listed in the order that they generally take place. Preceding each of the following events there is a blank. If you want the event incorporated into your reception, enter the approximate time it should be done. If you do not want the event to be incorporated into your reception write "NO" in the blank.

TIME

_____ **Announcing of the Wedding Party:** Yes/ No (Note: Please include phonetic spelling for difficult names)

Flower Girl: _____ Ring bearer: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Bridesmaid: _____ Groomsman: _____

Maid / Matron Of Honor: _____ Best man: _____

_____ **Announcing of the Bride and Groom:** _____