

WEDDING RECEPTION PLANNER FORM

Deposit: \_\_\_\_\_

- DISTINCT VIBRATIONS -

LOCATION: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

DIRECTIONS: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ DJ Arrival Time: \_\_\_\_\_

Phone: \_\_\_\_\_ Time First Guests Arrive: \_\_\_\_\_

Bride: \_\_\_\_\_ << PHONE(s): \_\_\_\_\_

Groom: \_\_\_\_\_ << PHONE(s): \_\_\_\_\_

WEDDING PARTY (Pair up in couples for grand entrance)

Maid of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_ Groomsmen: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

ORDER OF EVENTS:

- |                      |                           |   |
|----------------------|---------------------------|---|
| _____ Cocktail Hour  | _____ First Dance         | <u>DJ Attire:</u><br>Tux/Formal _____<br>Suit/Tie _____<br>Casual _____ |
| _____ Grand Entrance | _____ Bouquet/Garter Toss |   |
| _____ Toast          | _____ Money Dance         |   |
| _____ Lunch/Dinner   | _____ Dancing             |   |
| _____ Cake Cutting   | _____ Other: _____        |   |

Special acknowledgements for birthdays, out- of- town guests, anniversaries or other special announcements you would like made: \_\_\_\_\_

YOUR FIRST DANCE SONG: Group: \_\_\_\_\_  
Song: \_\_\_\_\_

Would you like a second song for the parents and/or bridal party? Yes \_\_\_\_\_ No \_\_\_\_\_

Name of second song (Optional) Group: \_\_\_\_\_  
Song: \_\_\_\_\_

\*Any Special Equipment needed? \_\_\_\_\_