

Wedding Reception Agenda, Planning Form

This form is to be used for planning out the details of the reception. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name _____ Groom's name _____

Mailing Address: _____

Bride's phone (evening) _____ (day phone) _____

Groom's phone (evening) _____ (day phone) _____

Bride's e-mail: _____

Groom's e-mail: _____

Date of wedding reception: _____

First guests expected to **arrive** at the **reception** at what time? _____

Bride and Groom expected to arrive at the reception at what time? _____

Reception planned on ending at what time? _____

Location of Reception: _____

Directions: _____

Host/Hostess or contact for the Reception: _____ Phone: _____

Coordinator _____ Company _____ Phone: _____

Photographer _____ Company _____ Phone: _____

Videographer _____ Company _____ Phone: _____

Number of People Attending: _____ Predominant Age Range: _____

General type of **Music** that you would like at the reception: _____

Describe the type of **Atmosphere** that you would like at the reception: _____

Bride's favorite radio station(s): _____ Groom's favorite radio station(s): _____

[Tip: We ask about your favorite radio stations to get a basic feel for the types of music you each enjoy. We will spend a lot of time getting a good sense of your music preferences. Something to keep in mind in the planning stage is trying to determine not only your preferences, but to also take into consideration the variety of music that will be most appropriate to ensure that all of your guests, family and friends will enjoy. As you come up with a list of some of your favorite songs and artists that you may like to hear during the reception, we encourage you to consider songs that are most conducive to getting people dancing (as opposed to songs that are great to listen to while just hanging out with friends). We recommend trying to actually picture the atmosphere that each song might create on the dance floor as you list some of your preferences. We will be happy to be a resource to you in the planning stage to give other ideas and suggestions of music that might be conducive to facilitating a fun atmosphere on the dance floor. The decision is always ultimately yours. We simply want to provide as much feedback and suggested options to you as possible to make your reception into the best it can be!]

[Note: The reason we ask the question below is that we want to absolutely stay away from anything "cheesy." In fact, we do not EVER play the "Chicken Dance," "Macarena," "Hokey Pokey," etc. unless those are SPECIFIC requests of the Bride and Groom. Also, we do not ever use **props** unless, again, that is a specific request of the Bride and Groom. We do not have to rely on silly songs or toys to get people involved on the dance floor. Please let us know YOUR preferences so we can cater the atmosphere to YOUR wishes.]

Tell us about things that you have seen at other receptions that you definitely DO NOT WANT at your reception (e.g., things you thought were too "cheesy," not in good taste, things that made you roll your eyes and say to yourself, "I don't EVER want something like that at MY reception!")

Preference for music playing as guests are arriving at the reception:

- | | |
|--|---------------------------------------|
| <input type="checkbox"/> Smooth Jazz | <input type="checkbox"/> Big Band |
| <input type="checkbox"/> "Sophisticated" jazz (Sinatra, Bubl ) | <input type="checkbox"/> Classical |
| <input type="checkbox"/> Soft Vocals | <input type="checkbox"/> Other: _____ |

[Note: The MC/DJ will then come out to gather the wedding party and anyone else that is going to be introduced. He will line everyone up, go over the names again, the order, the pronunciation, and give instructions as to where people should walk, where they should stand after entering, etc.]

Introduction music: We recommend and normally play a fun, up-tempo Big Band medley song for introductions. Is this what you would like, or is there another special song that you would rather us play while introducing the wedding party?

- Big Band medley Other _____ No music as wedding party is introduced

We recommend then playing a high-energy song as the Bride and Groom enter as a way of getting all the guests standing, applauding, and starting off the reception on a high note. Do you want to have a song playing as you are introduced, and if so, do you have a preference for the music to be played for this or would you prefer to trust the DJ's judgment based on your preferences?

- Big Band medley Other _____ No music as we are introduced

Please fill in the following information in the order that they are to be introduced and write the names **phonetically** (don't worry, no one will check your spelling!). This is generally the order in which introductions are done but we can certainly re-order this to your wishes if you would like:

Parents of the **Bride**: _____

Parents of the **Groom**: _____

Grandparents of the **Bride**: _____

Grandparents of the **Groom**: _____

Flower Girl(s): _____

Ring Bearer(s): _____

Groomsmen and Bridesmaids as they are to be coupled and as they are to be introduced

Also note any special designations that you would like us to announce as well, e.g., "Bridesmaid and Sister of the Bride..."

Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____

(If there are additional attendants, please check here and continue on the back or a separate sheet).

More on back

Best Man: _____ Maid/ Matron of Honor: _____

(Please circle one – Maid of Honor if she is single; Matron of Honor if she is married)

Bride and Groom to be introduced as _____

[Tip: When introduced, we recommend having the Bride and Groom go directly into their first dance for a couple of reasons: the guests' attentions are directed to the dance floor and it sets the tone from the very beginning that you want this to be a wonderful celebration. What is your preference?]

Bride and Groom will: go into their first dance go to form a receiving line
 be seated and have the first dance later (If so, when?) _____

Song for the Bride and Groom's first dance: _____

- We would like to dance to the entire song by ourselves
- We would like to dance, by ourselves, to only part of the song then fade it out when appropriate
- We would like the wedding party to join us part way through the song (usually when first dance is after dinner)
- We would like all the guests to join us part way through the song (usually when first dance is after dinner)

[Tip: We then recommend waiting on any other dances (for example, dances with the parents) until later. Too many of the "traditional" dances in a row tend to all blend together.]

If you are planning on having someone offer a "Welcome," this is best done immediately after the first dance or just prior to dinner, whichever is first. Will a "Welcome" be offered? Yes No If Yes, by whom? _____

If you are planning on having someone offer a blessing before the food is served, we recommend having the blessing offered at this point. Will a "Blessing" be offered? Yes No If Yes, by whom? _____

Will food be served to the guests? Yes No

Format: Buffet Plated Meal Hors d'oeuvres only Food Stations Other _____

Preference for dinner music:

Smooth Jazz

"Sophisticated" Jazz (Sinatra, Bubl )

Soft Vocals

Big Band

Classical

Other _____

[Tip: During the meal, we recommend that the Bride and Groom use that time to make any visits to tables of guests if that is something you wish to do. We strongly recommend getting all of your obligatory "visits" done before we open up the dance floor after the meal. That way, you as the guests of honor can be visibly involved on the dance floor so that your guests will come up to join you. A recommended strategy for this is to have both of you greet an entire table of guests at a time (as opposed to trying to go around and greet each person at the table). Just simple mathematics would show that it would be unrealistic to try to have any meaningful and lengthy "visit" with each person -- there is simply not enough time to accomplish that in the given time frame that you will likely have for the reception. Further, when we are trying to get people involved on the dance floor after the meal, it is going to be counterproductive if you are still visiting tables because people might stay seated because they don't want to miss if you come back over to their table Talk to your DJ about some ideas he has for a strategy for accomplishing this as efficiently and effectively as possible.]

Towards the tail end of the meal, we recommend having the toasts, followed by the cutting of the cake, followed by any dances with parents and then opening up the dance floor for all the guests. You can just as easily have the cake cutting first. Please let us know which one you want to do first: Cake Cutting First Toasts First

Will a toast (or toasts) be offered? Yes No

If yes, by whom? _____

When will the toast(s) be offered? _____

[Tip: We strongly suggest that we know exactly who will be expected to offer toasts before-hand so that we can make sure it doesn't turn into "open mic night"]

Will there be a champagne toast or will guests be toasting with their beverage of choice?

Champagne Served Beverage of Choice

Will there be a cake-cutting ceremony? Yes No

If yes, when? Immediately after the toasts Later in the reception Other _____

What type of music would you like to be played during the cake-cutting? (check one)

Background music alone (e.g., smooth jazz or soft love song) Soft Instrumental Piano No Music

Will there be a Groom's Cake to cut as well? Yes No

If yes, continue with the same music above or is there a preference for different music you would like playing during this?

Same music as above Different song _____

[Tip: We recommend going right from the cake-cutting to the dance floor for any other special dances or to simply open up the dance floor to all the guests.]

Will the **Bride** dance with her father or other appropriate individual? Yes No

If yes, to what song? _____

Name of person: _____ Relation: _____

Will the **Groom** dance with his mother or other appropriate individual?

Yes No If yes, to what song? _____

Name of person: _____ Relation: _____

[Tip: Many couples whether or not they should have a dance with the wedding party. This is entirely up to you but we have found that it is a "tradition" that does not seem to have as much significant meaning to many couples. Typically people in the wedding party are paired up by height, so having these people share a dance together is not necessarily meaningful. Many photographers tell me that they take these pictures but fewer and fewer couples decide to add these to their photo albums because there are many other more meaningful pictures of the wedding party in other pictures. Our recommendation is to simply open up the dance floor to ALL the guests following the dances with the parents.]

Following the special dances, what is your preference?

- Open up the dance floor to all the guests
 Start off with the wedding party and have other guests join in

Are there any songs or types of music that you do **NOT** want played?

Will the Bride and Groom be having a "**Dollar Dance**" (also known as an "Apron Dance," or "Honeymoon Dance")?

Yes No

Will the Bride be throwing her bouquet? Yes No If yes, when: _____

Will there be a "throw bouquet" or will the bride throw her bouquet from the ceremony?

Separate "throw bouquet" Bride's ceremony bouquet

Where will the bouquet to be thrown be (so that the DJ can retrieve that at the appropriate time)?

At the cake table Will be provided to DJ by event staff

Will the Groom be throwing the garter? Yes No

[Tip: The tradition usually calls for the man who catches the garter to put the garter on the lady who catches the bouquet. This can be a lot of fun if handled appropriately by the DJ and Master of Ceremonies. Many couples, however, fear that it could lead to an embarrassing moment if the lady who catches the bouquet is too shy, too young, etc. The DJ takes pride in being able to create a fun atmosphere but it is only fun if it is NOT done at the expense of someone. We want to do everything possible to create a fun atmosphere while never making anyone feel uncomfortable. The way we handled this is as follows: when the lady catches the bouquet, the DJ will ask for her to stand over to the side while we then find out who catches the garter. During that time, The DJ will approach the Bride and Groom (off the microphone) and get YOUR opinion as to whether or not it would be appropriate to go forward with this activity. If yes, then the DJ will approach it with fun, in good taste, and it will be a great moment to get the guests involved in a fun part of the reception. If you do NOT believe it would be appropriate to have the man put the garter on the lady, then we simply pose you with them for a picture then transition right back to the dancing. The DJ always, ALWAYS tries to use discretion and good judgment to set the atmosphere that YOU wish for your reception.]

Man who catches the garter to put the garter on the leg of the woman who catches the bouquet? Yes No

Song for the Bride and Groom's **last dance**: _____

- We would like to dance our last dance by ourselves
 We would like to have everyone join us on the floor for the last dance

When the bride and groom depart, will there be:

Bubbles Sparklers Flower Petals Birdseed other _____ Nothing

When the bride and groom be leaving in:

Limo Private Car Horse-drawn Carriage Other (Nothing Special!)

Will the Bride and Groom be honeymooning? Yes No If yes, where? _____

Agenda

It is our goal to make sure that we have a full understanding of how we best cater our services to what you would like at your reception. Therefore, we would like to have you write out the scheduled agenda of what is going to be happening and in the specific order. This way, by planning and going over all the details ahead of time, you can relax and enjoy yourselves at the reception, knowing that we will have it all under control. We will coordinate this information with the function manager, photographer, videographer, etc. to make sure that everything flows smoothly.

Possible events – what things might you want to consider when sketching out the agenda below? Our recommended structure:

- Bride and Groom finish taking pictures while guests arrive at the reception (Cocktail hour) *
- Introduction of parents, wedding party, the bride and groom *
- First dance of bride and groom *
- Welcome
- Blessing *
- Service of food *
- Guests tapping glasses to get the bride and groom to kiss during the dining time
- Bride and groom greet guests by visiting tables *
- Toasts *
- Cutting the cake *
- Dances with parents (bride with father, groom with mother) *
- Open up dance floor for all guests *
- Dance with married couples to determine longest married couple
- More general dancing *
- Dollar dance (if you choose to incorporate this, it is best done now)
- Tossing of bouquet/ removal of garter *
- More general dancing *
- Bride and groom's last dance (either alone or with all guests) *
- Closing circle to allow bride and groom to go around and say a quick goodbye to each of the guests
- Inviting guests to make a tunnel/pathway through which the bride and groom will exit as you head off as newlyweds *

This is a general structure of what we have seen at past weddings. The items with an asterisk (*) are the ones we most commonly see take place. Please sketch out on the next page your preferences and elements that you wish to include. We will then go through the details with you to ensure that he will be able to effectively carry out your wishes as your Master of Ceremonies. Have fun with the plans!

