

ALL-TUNE DJ RECEPTION PLANNER

GENERAL INFORMATION

Date Of Reception: _____

Bride And Groom's Names: _____

Bride And Groom's Nickname (what do your friends call you?):

Location of Wedding Ceremony: _____

Time of Wedding Ceremony: _____

Location of Wedding Reception (please provide complete address and phone number):

Start/End Time of Wedding Reception: _____

Expected Number of Guests: _____ Expected guest arrival time at reception: _____

Is the event Outdoors? _____ If so, will there be shelter for DJ equipment? _____

Will there be disposable cameras? Yes No If so, where to leave them: _____

Wedding Co-Ordinator: _____ Photographer _____

Hall Contact Person: _____ Caterer _____

SCHEDULE OF EVENTS

PLEASE NOTE: This is the "standard" way that we conduct activities at a reception. If you want to change the order, please re-number the order of events on the blank lines next to the current number, Please write "N" on the line if you do not want that particular activity. If there is something you want to do that is not listed, please add it to the "Other Activity" line, along with the order number, and any information about the activity.

1. ___ **Pre-Arrival of Bridal Party:**

Type of music to be played as guests arrive or for cocktail hour? _____

Any special announcements or instructions? _____

2. ___ Grand Entrance/Introduction of the Bridal Party:

- Please complete the attached "Bridal Party Information" document.
- Any particular song for the Bridal Party introduction? _____
- Any particular song for Bride/Groom introduction? _____

3. ___ Bride and Groom's First Dance:

- Song Title and Artist: _____

4. ___ Toasts:

- Will there be champagne? Yes No If not, what? _____
- If yes, please indicate who is included for champagne: Bridal Party Only All Guests
- Who will perform toasts? (please circle all that apply) Best Man
Maid/Matron of Honor Others (please identify): _____

5. ___ Blessing of the Food:

- Name of Person giving blessing (please indicate any titles, e.g., Pastor, Reverend, etc.)

6. ___ Dinner:

- What time is dinner scheduled for (if applicable) _____
- Type of Dinner Service (Please circle one):
Buffet sit-down (served to guests at table) Hors D'oeuvres food stations bar-b-q
- Head table type (please circle one) Entire Bridal Party Bride/Groom only
- Seating (if entire Bridal Party is at head table; please circle one)
All men one side and women on the other alternating man, woman; man, woman
- Will the Bridal Party be served? Yes No
- Will the family tables be served? Yes No
- Will the immediate family eat just after Bridal Party? Yes No
- Will your DJ call tables? Yes No (if "Yes", numbered tables are extremely helpful)
- Beverage service (please circle all that apply): Open bar Free Wine Free Beer
Cash Bar Other (please specify): _____
- Type of dinner music: _____
- Are dinner-appropriate requests from guests OK? Yes No

7. ___ Centerpieces:

- Will table centerpieces be given away? Yes No
- If "Yes", how and when? _____

8. ___ Special Announcements:

- Birthdays or Anniversaries: _____

9. ___ Father/Daughter Dance:

- Song Title and Artist: _____
- Fade song early? Yes No
- Combine with Mother/Son Dance? Yes No

10. ___ Mother/Son Dance (please complete if not being combined with Father/Daughter Dance):

- Song Title and Artist: _____
- Fade song early? Yes No

11. ___ Bridal Party Dance:

- Song Title and Artist: _____
- Invite guests to join in? Yes No
- If yes, please identify when (please circle one) immediately after a minute

12. ___ Other Special Dances:

- Name/type of Special Dance(s): _____
- Song Title and Artist: _____

13. ___ Dance Set:

- We play 2-3 up-tempo songs to get your guests up and moving!

14. ___ Cake Cutting:

- Style (please circle one): Fun and upbeat A little more formal
(The difference is in the song played. "Fun and upbeat" would be something like "Sugar Sugar" by the Archies or "How Sweet It Is" by James Taylor. "More Formal" would be like "Love and Marriage" by Frank Sinatra)

15. ___ Dance Set (optional, 2-3 songs if you want a break between the Cake and Bouquet/Garter)

16. ___ Bouquet Toss/Garter Removal/Garter Toss/Re-Fitting of the Garter:

- Would you like to add an age restriction? Yes No Age_____
- Bouquet Toss song _____ (if blank, we will pick it)
- Garter Removal song _____ (if blank, we will pick it)
- Garter Toss song _____ (if blank, we will pick it)
- Garter Re-fitting song _____ (if blank, we will pick it)

17. ___ Dancing:

- Is it OK to take requests? (please circle one) Yes no
- Any special instructions regarding guest requests? _____

- Participation Dances: Please put a check mark next to the ones you want to do, and an "X" next to the ones you DO NOT want to do. **BUT PLEASE KEEP IN MIND:** These dances get your guests involved so they have a good time.

_____ Chicken Dance _____ Hokey Pokey _____ Macarena _____ Limbo
_____ Boot Scoot _____ Electric Slide _____ Cha-Cha Slide _____ Booty Call
_____ YMCA _____ "Conga Line" Song (Conga, Ride The Train, Locomotion, etc)

18. ___ Last Dance:

- Please list the Song and Artist: _____
- (Please circle Last Dance participants) just for the two of you you and your guests
- Other Instructions: Is there anything else that you would like us to handle that has not been addressed in this Planner? If so, please use this area (or a separate sheet) to let us know.

_____ **Other Activity:** _____

_____ **Other Activity:** _____

_____ **Other Activity:** _____

(On the back of this page or a separate sheet, please provide any necessary information on what you want to happen.)

Song Requests: If you like, please provide (on the back of this page or a separate sheet) any special requests that you have for songs, both during dinner and during the "party" portion of the reception. Equally as important, please provide any songs that you DO NOT want us to play.

All-Tune DJ Bridal Information Form

Grandparents Of Our Bride: _____

Grandparents Of Our Bride: _____

Grandparents Of Our Groom: _____

Grandparents Of Our Groom: _____

Parents Of Our Bride: _____

Parents Of Our Bride: _____

Parents Of Our Groom: _____

Parents Of Our Groom: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Bridesmaid And Groomsman: _____

Maid Or Matron (**Circle One**) Of Honor And Best Man: _____
(**Maid – Single, Matron – Married**)

Flower Girl And Ring Bearer: _____

Bride and Groom: Mr. & Mrs. _____

Please return this document at your earliest convenience. Our fax number is 877-256-9166. Our address is All-Tune DJ, P.O. Box 1912, Dover DE 19903.