



WEDDING RECEPTION FORMAT

Bride & Groom Name: _____ Wedding Date: _____

Wedding Reception Site: _____ Hours: _____

Wedding *Ceremony* Location & Time: _____

Contact Person at Facility: _____ Phone Number: _____

Photographer/Studio: _____ Videographer/Studio: _____

Approximate Number of Guests: _____ Announce Disposable Cameras on Tables: _____

Announce Sign-In Board/Guest Book: _____ Additional Announcement(s): _____

Anniversaries/Birthdays: (may be acknowledged during dinner, song may be played in their honor)

1. _____
2. _____
3. _____
4. _____
5. _____

Signature DJ Suggestion*: If you do not want to hear those clanking glasses during dinner to have the bride & groom kiss each other, why not request your Signature DJ to announce the following, "Ladies & Gentlemen, if you would like the bride & groom to kiss each other this evening, we would ask that you stand up at your table or approach the Disc Jockey, and proceed to sing a song with the word 'love' in it."

Centerpieces: (Flowers, etc. to be given away-announcement of closest birthday to wedding date, pass the salt shaker, other ideas?) _____

Announcements/Introductions (typically after cocktails and prior to dinner-please check 1)

- ___ Maitre 'd
- ___ Musical Host & Master of Ceremonies (Signature DJs)
- ___ Special Arrangements (No introductions, family or friend to do introductions)

Order of Introductions (may have one or more "introduction" song selections)

Introduction Song: _____ Grandparents of Bride: _____

(Grandparents may be introduced or acknowledged at their seats) Grandparents of Groom: _____

Parents of Bride: _____

Parents of Groom: _____

Introduction Song: _____ **Bridal Party** (Order is typically the same as processional at ceremony)

Bridesmaids

Ushers

1. _____

1. _____

2. _____

2. _____

3. _____

3. _____

4. _____

4. _____

5. _____

5. _____

6. _____

6. _____

7. _____

7. _____

8. _____

8. _____

9. _____

9. _____

10. _____

10. _____

Jr. Bridesmaids _____ Jr. Ushers _____ Honor Attendants _____

Flowergirls _____ Ringbearers _____

_____ Maid/Matron of Honor _____ Best Man (Men) _____

Introduction Song: _____ (Bride & Groom-"Mr. & Mrs...." vs. Informal Introduction)

FORMALITIES

Blessing (Reverend, Priest, Rabbi, Etc.) _____

Toast (Typically Best Man) _____

Additional Toast (Optional) _____

DANCES

1st Dance (Before Dinner vs. After Dinner)

Song: _____

Bridal Party Dance (May join ½-way through bride and groom's 1st dance or choose separate song for bridal party members-may dance with partner or with respective husband/wife, etc.)

Song: _____

Bride/Father

Song: _____

Groom/Mother

Song: _____

Alternate Dance (Optional)

(May be used in cases of divorced or deceased parents; eg-bride dances with brother, groom dances with mother of bride, etc.)

Song: _____

BOUQUET/GARTER CEREMONIES

Bouquet Toss _____

Bouquet Toss Song _____

Garter Ceremony _____

Garter Ceremony Song _____

Garter Toss _____

Garter Toss Song _____

Re-Enactment

Ceremony _____

(Recipient of both bouquet and garter tosses)

Re-Enactment Song _____

Do not feel obligated to choose each and every song for the various formalities throughout the reception. The experience and professionalism of your Signature DJ can select an appropriate song based on the particular needs and styles of the bride and groom. Please refer to our website for numerous song suggestions for these categories.

Signature DJ Suggestion:* As an alternate to the bouquet & garter ceremonies, why not try an elimination dance? Call all couples to the dance floor. Begin playing a slow song selection. Ask any guests not married to leave the dance floor, then couples marries less than 1 year, 2,3,10,15,etc. The last couple remaining on the dance floor is then presented with a bouquet of flowers from the bride & groom. These two couples then begin dancing to the next song, usually a slow selection.

CAKE CUTTING CEREMONY

___ Served as dessert

___ Served with dessert

Cake Cutting Song _____

___ Served to go home (packaged/snack bags)

MUSIC REQUESTS

Please provide us with as many requests for your reception. These may include music selections for cocktails and dinner. Typically, 15-20 songs are played per hour. In addition, please star (*) or highlight special or significant songs which are "must play." Please also inform Signature DJs of songs which are "Dislikes," or songs which may be played "Only If" requested by your guests, friends or family members. During dancing, we typically play 2-3 slow songs for every 8-10 fast (general ratio).

SUGGESTED MUSIC

(may be songs or artists)

Cocktails: _____

Dinner: _____

PRIMARY REQUESTS

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

DISLIKES

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

ONLY IF

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

***SIGNATURE DJS MUST HAVE ALL FINAL SONG REQUESTS SUBMITTED NO LATER THAN TWO (2) WEEKS PRIOR TO YOUR PARTY DATE FOR THE DJ TO HONOR THOSE REQUESTS. THANK YOU.**

LAST SONG(S) OF THE EVENING (FAST OR SLOW)

1. _____

2. _____

3. _____

LOCATION/

HONEYMOON

DESTINATION: _____

CONTACT INFORMATION (Phone Number/E-Mail)

Home Phone: _____

Cellular Phone: _____

Work Phone: _____ E-mail Address: _____

Balance Due: _____ Overtime/Hour: _____

WEDDING CEREMONY

The wedding ceremony is typically comprised of four (4) parts. Please provide us with information pertaining to each of the following portions of your ceremony.

1. Prelude/Pre-Ceremony (as guests arrive and take their seats)

Song Selection(s)

1. _____
2. _____
3. _____
4. _____
5. _____

2. Processional (can be for parents, bridesmaids or bride only)

Song Selection(s)

(Parents/Mother(s)) _____

(Bridesmaid(s)) _____

(Bride Processional) _____

3. Unity Candle/Psalm Reading (Occasionally music is requested here)

Song Selection(s)

1. _____
2. _____

4. Recessional (after exchanging of vows)

Song Selection: _____