



On The Mark
Entertainment

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Wedding Reception Planner

Wedding Date: _____

Bride's Name: _____

Groom's Name: _____

Bride's Phone: _____

Groom's Phone: _____

Bride's Email: _____

Groom's Email: _____

Mailing Address: _____

Reception Hall
Address: _____

Hall Contact: _____ Phone Number: _____

Hall Contact Email: _____

Guest Arrival Time: _____ Reception End Time: _____

Primary Contact During Reception: _____

Introduction of Wedding Party

Typically this is done in the same order as the processional at the ceremony.
Bridesmaids/Groomsmen enter as couples.

Will we be introducing the wedding party? Yes No

If yes, are parents to be included in the Grand Entrance? Yes No

Bride's Parents

Groom's Parents

Father: _____

Father: _____

Mother: _____

Mother: _____

Step-Father: _____

Step-Father: _____

Step Mother: _____

Step Mother: _____

Introduction of Wedding Party (continued)

Wedding Party Entrance Song: _____

Bridesmaid

Accompanied By:

Groomsman

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Flower Girl

Accompanied By:

Ring Bearer

Maid/Matron of Honor

Accompanied By:

Best Man

Bride and Groom Introduced as:

Bride & Groom Entrance Song: _____

(if different from wedding party entrance song)

Bride & Groom First Dance

To differentiate this special dance from the others during the reception, many couples like to have their first dance after the Grand Entrance.

Would you like your First Dance to take place here? Yes No

If Yes, First Dance Song/Artist? _____

Special Lighting Yes No

Special Instructions: _____

Reception Events

Will someone be saying a blessing/grace before dinner? Yes No

If yes, name and relation to bride & groom _____

Dinner

We will provide background music while your guests eat. Style? _____

Releasing the Tables for Dinner

If you are having a buffet dinner, we enjoy releasing the tables for dinner in order to get to know your guests better. Is that OK with you? Yes No

Toasts/Speeches

Once your guests are seated, either prior to releasing of tables, or after the first course is served, toasts and speeches are given. We will provide a wireless microphone.

Will your best man be giving a toast? Yes No

Will your maid/matron of honor be giving a toast? Yes No

Will anyone else be giving a speech/toast? Yes No

If yes, please list name(s): _____

Dances

Bride/Groom First Dance

If you did not do your first dance earlier, now would be the time to do the Bride/Groom first dance.

Would you like to do your first dance here? Yes No

Song/Artist: _____

Father/Bride Dance Yes No

Song/Artist: _____

Mother/Groom Dance Yes No

Song/Artist: _____

Wedding Party Dance Yes No

Song/Artist: _____

Optional Dances

Snowball Dance

Following the Wedding Party Dance, the wedding party remains on the dance floor for the Snowball Dance. When the DJ says "snowball" all members of the wedding party go into the crowd and bring a new partner on the dance floor. This continues until all/most of your guests are up and dancing. It's a good way to get the party started.

Would you like to do the Snowball Dance? Yes No

Anniversary Dance

All married couples come to the dance floor. The DJ will periodically ask couples to leave the dance floor (married less than 5 years, married less than 10 years, etc) until we are left with the couple that's been married the longest. It's a great way to pay tribute to those who are good examples of long, happy marriages

Would you like to do the Anniversary Dance? Yes No

Dollar Dance

Guests line up to pay a dollar to the best man and maid/matron of honor to dance with the bride and groom.

Would you like to do the Dollar Dance? Yes No

DANCE FLOOR IS OPEN

We suggest having an hour or so of dancing now. This gives the bride and groom time to mingle with the guests, and gives older guests a chance to dance, before the cutting of the cake. During this hour, although we'll play what you want, we'd suggest some good oldies dance song, and, if you want, the Macarna, YMCA, Chicken Dance and the Dollar Dance would take place during this hour. We suggest keeping the music PG-13 during this time period. **Again, we will never play anything you DO NOT want to hear.**

Do you want to have an hour of dancing now? Yes No

Cutting the Cake

Cutting the Wedding Cake is usually a sign to your guests that it's ok to leave.

Song/Artist for Cake Cutting: _____

Other Events

Bouquet Toss Yes No

Song/Artist: _____

Remove the Garter Yes No

Song/Artist: _____

WEDDING DATE _____

Garter Toss?

Yes

No

Song/Artist: _____

Garter Placement?

Yes

No

Song/Artist: _____

Must Play Songs

Songs that are special to the bride/groom to be played throughout the night

SONG

ARTIST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Must NOT Play Songs

Songs that, under no circumstance, even if requested by guests, are NOT to be played.

SONG

ARTIST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Musical Tastes

To give us a better understanding of what you're tastes are, and what type of music you'd like to hear during your reception, please check the type(s) of music you enjoy. (Choose as many as you like)

- Soft Rock Oldies Top 40 (Pop) Rock Country
- Disco 70's 80's 90's Classical
- Alternative Jazz Hip Hop/Rap Punk Rock Techno/Club
- Heavy Metal Christian Other _____

