

# Reception Format

Bride & Groom Name: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Wedding Reception Venue: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Contact at Venue: \_\_\_\_\_ Phone: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Wedding Ceremony Location & Time: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Photo Booth Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**Introductions** (typically after cocktails and prior to dinner) Start Time: \_\_\_\_\_ Who  
will be performing the Introductions?

\_\_\_\_ Master of Ceremonies \_\_\_\_ \*Special Arrangements \_\_\_\_ No introductions

\*Done by family member or friend. Name/Phone Number \_\_\_\_\_

## Order of Introductions

You may have one or more introduction songs. Grandparents/parents may be introduced or acknowledged at their seats. Please indicate this by their names.

Introduction Song: \_\_\_\_\_

Grandparents of Bride: \_\_\_\_\_

Grandparents of Groom: \_\_\_\_\_

Parents of Bride: \_\_\_\_\_

Parents of Groom: \_\_\_\_\_

## Bridal Party

Order is typically the same as they entered at the ceremony.

Introduction Song: \_\_\_\_\_

## Bridesmaid

## Usher

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

4. \_\_\_\_\_ 4. \_\_\_\_\_

5. \_\_\_\_\_ 5. \_\_\_\_\_

6. \_\_\_\_\_ 6. \_\_\_\_\_

7. \_\_\_\_\_ 7. \_\_\_\_\_  
8. \_\_\_\_\_ 8. \_\_\_\_\_  
9. \_\_\_\_\_ 9. \_\_\_\_\_  
10. \_\_\_\_\_ 10. \_\_\_\_\_

Jr. Bridesmaids \_\_\_\_\_ Jr. Ushers \_\_\_\_\_  
Flowergirl(s) \_\_\_\_\_  
Ringbearer(s) \_\_\_\_\_  
Maid/Matron of Honor (s) \_\_\_\_\_  
Best Man (Men) \_\_\_\_\_

Introduction Song for the Bride and Groom:

Specify the type of Introduction you expect ("Mr. & Mrs..." vs. Informal Introduction)

### Formalities

\*Do not feel obligated to choose each and every song for the various formalities throughout the reception. MyDJ Entertainment will select an appropriate song based on the musical tastes of the bride and groom.

Toast (Typically by Best Man and Maid of Honor) Please indicate before, after or during dinner. \_\_\_\_\_

Additional Toast (Optional) \_\_\_\_\_

Would you like to open the floor to special words from your guests? Yes \_\_\_\_\_ No \_\_\_\_\_

Dinner Blessing (Reverend, Priest, Rabbi, Etc.) \_\_\_\_\_

### Dances

First Dance Song: \_\_\_\_\_

Before Dinner \_\_\_\_\_ After Dinner \_\_\_\_\_

Bridal Party Dance (May join half-way through bride and groom's first dance or choose a separate song)

Bride/Father Song: \_\_\_\_\_

Groom/Mother Song: \_\_\_\_\_

Alternate Dance (Optional): \_\_\_\_\_

### Bouquet/Garter Ceremonies

Typically made up of four parts that are executed in the following order unless otherwise specified.

Bouquet Toss \_\_\_\_\_ Bouquet Toss \_\_\_\_\_

Garter Ceremony \_\_\_\_\_ Garter Ceremony Song \_\_\_\_\_

Garter Toss \_\_\_\_\_ Garter Toss Song \_\_\_\_\_

Re-Enactment Ceremony (Recipient of both bouquet and garter tosses)

Ceremony \_\_\_\_ Re-Enactment Song \_\_\_\_\_

**Cake Cutting Ceremony**

Cake Cutting Song \_\_\_\_\_

**Music Requests**

Please provide us with as many requests as you would like 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 MyDJ Entertainment of songs which are "Dislikes," or songs which may be played "Only If " requested by your guests, friends or family members. You may list artists, genres or songs here. Typically we play 2-3 slow songs for every 10 fast songs.

Cocktails: \_\_\_\_\_

\_\_\_\_\_

Dinner: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list PRIMARY REQUESTS here (use another sheet of paper or make a playlist if you prefer):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list DISLIKES here:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please list ONLY IF requests here (we will play only if requested by a guest):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Last song of the evening. Please specify fast or slow if you don't have a particular song in mind.

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Honeymoon Location/Destination:

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Remember, we want to make your wedding an evening to remember. If you would like something untraditional that is not listed here we will be happy to accommodate your requests.

**Contact Information**

Address \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ E-mail \_\_\_\_\_