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### WEDDING RECEPTION PLANNER

Wedding Date \_\_\_\_\_ Set Up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Wedding Ceremony Location \_\_\_\_\_  
 Wedding Reception Location \_\_\_\_\_  
 Address \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Bride's Name \_\_\_\_\_ Tel \_\_\_\_\_ Cel \_\_\_\_\_  
 Address \_\_\_\_\_ Occupation \_\_\_\_\_  
 Groom's Name \_\_\_\_\_ Tel \_\_\_\_\_ Cel \_\_\_\_\_  
 Address \_\_\_\_\_ Occupation \_\_\_\_\_  
 Email Address (Bride) \_\_\_\_\_ (Groom) \_\_\_\_\_  
 Address after Wedding \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Honeymoon Location \_\_\_\_\_

#### Bridal Party (Introduction)

Maid/Matron of Honor's Name \_\_\_\_\_ Best Man's Name \_\_\_\_\_  
 Maid/Matron of Honor's Name \_\_\_\_\_ Best/Groom's Man Name \_\_\_\_\_  
 Bridesmaids: \_\_\_\_\_ Groomsman: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Flower Girl \_\_\_\_\_ Flower Girl \_\_\_\_\_  
 Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

**Event Schedule** (Your Entertainment Director can coordinate the flow of your reception. The list below depicts common reception ideas. **NUMBER THESE** in your ORDER of PREFERENCE or delete):

\_\_\_\_\_ **Cocktails/Awaiting arrival** of Bride and Groom. (Time: \_\_\_\_\_pm/am)  
 \_\_\_\_\_ **Other Entertainment.** (Circle One) Mariachi Vocal Soloist Musical Soloist/Group (name) \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 Serenade Bride and Groom Yes/No Song Selection: \_\_\_\_\_  
 \_\_\_\_\_ **Entrance of the Wedding Party.** Please list sequence in prior page or make a separate list prior to event. (Time: \_\_\_\_\_pm/am)  
 \_\_\_\_\_ **Entrance of the Bride and Groom.** Introduce couple as " \_\_\_\_\_." (Time: \_\_\_\_\_pm/am)  
 \_\_\_\_\_ **Bless the food.** (Circle One) Priest Minister Rev Pastor Deacon Mr. Mrs. (name) \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 \_\_\_\_\_ **Food** (Circle One) Buffet Sit Down (Time: \_\_\_\_\_pm/am)  
 Bride and Groom will (Circle One) Be Served Start Buffet Line Followed by Wedding Party, Immediate Family and Guests.  
 \_\_\_\_\_ **Table to Table** visit by the Bride and Groom with the Photographer. (Time: \_\_\_\_\_pm/am)  
 \_\_\_\_\_ **Announce the cutting of the cake(s).** (Circle One) Invite guest to cake table Private Photos. (Time: \_\_\_\_\_pm/am)  
 Song Selection: \_\_\_\_\_  
 \_\_\_\_\_ **Cake cutting and photos.** Song Selection: \_\_\_\_\_

\_\_\_\_\_ **Announce Toast.** (Circle One) Champagne Non Alcohol (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Give Toast** Best Man (name) \_\_\_\_\_ Maid/Matron of Honor (name) \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 Bride's Parents Yes/No Groom's Parents Yes/No Others (name) \_\_\_\_\_  
 Bride and Groom Welcome and Thank Guest Yes/No

\_\_\_\_\_ **Bride and Groom (First Dance).** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Father/Daughter Dance.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Mother/Son Dance.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Parents Dance.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 Grandparents Included Yes/No

\_\_\_\_\_ **Money/Honeymoon Dance.** *Song Selections:* 1) \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 2) \_\_\_\_\_ 3) \_\_\_\_\_

\_\_\_\_\_ **Anniversary Dance.** *Song Selections:* 1) \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)  
 2) \_\_\_\_\_ 3) \_\_\_\_\_

\_\_\_\_\_ **Other Spotlight Dance.** *Type:* \_\_\_\_\_ *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Bouquet Toss.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Garter Toss.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Fake Exit.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **General Dancing.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Last Dance.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

\_\_\_\_\_ **Exit/Send Off.** *Song Selection:* \_\_\_\_\_ (Time: \_\_\_\_\_pm/am)

## Music Selection

### Dinner Music (Circle One):

Mariachi Yes/No      Vocal Soloist Yes/No      Musical Soloist Yes/No      Standards Yes/No      Ballads Yes/No  
 Jazz Yes/No      Classical Yes/No      Christian/Gospel Yes/No      Other(s): \_\_\_\_\_

### Dance Music (Please indicate the percentage of each category desired at your event):

Big Band \_\_\_\_\_% Waltz \_\_\_\_\_% Polka \_\_\_\_\_% 50's/60's Oldies \_\_\_\_\_% Motown/Soul \_\_\_\_\_% Classic Pop/Rock \_\_\_\_\_% Funk/Disco \_\_\_\_\_%  
 80's Pop/Rock \_\_\_\_\_% 90's Pop/Rock \_\_\_\_\_% Country (Modern/Western/Texas/Two Steps/Waltzes/Polkas/Line Dances) \_\_\_\_\_% Reggae \_\_\_\_\_%  
 Current Top Hits (Modern Rock/Rap-Hip Hop/R&B/Dance) \_\_\_\_\_% Ethnic (Italian/Jewish/Irish/Greek/Hindi/Asian) \_\_\_\_\_% Cajun/Zydeco \_\_\_\_\_%  
 Group Participation Dances (YMCA/Electric Slide/Grease/Cha Cha Slide/Cupid Shuffle) \_\_\_\_\_% Salsa \_\_\_\_\_% Merengue \_\_\_\_\_% Banda \_\_\_\_\_%  
 Bachata \_\_\_\_\_% Reggaeton \_\_\_\_\_% Baladas/Boleros \_\_\_\_\_% Latino Hip Hop/Rap/R&B \_\_\_\_\_% Latino Pop/Rock \_\_\_\_\_% Tejano/Cumbia/Norteño \_\_\_\_\_%  
 Columbian Sonidero \_\_\_\_\_% Mariachi \_\_\_\_\_% Duranguense \_\_\_\_\_% Huapango \_\_\_\_\_% Bailes De Participación (Carnavalito/Macarena/Conga) \_\_\_\_\_%

**Special Song Request (Dedications, Birthdays, Anniversaries, etc.):** \_\_\_\_\_

**Do you prefer your Music Entertainer to be:**      Outgoing \_\_\_\_\_      Moderate \_\_\_\_\_      Easy Going \_\_\_\_\_      Reserved \_\_\_\_\_