

Boston Wedding DJ's Wedding Reception Planner

Please fill out this questionnaire and return to us at: WeddingDj.Boston@gmail.com by:

This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet.

After returning this form, please notify us of any changes. Thank You!

Name _____

Wedding Date _____

Time _____

Venue _____

Package _____

Number of Guests _____

Ceremony Songs

Processional

Artist _____

Song _____

Ceremony Walk

Artist _____

Song _____

Recessional

Artist _____

Song _____

Yes / No (Please circle one) Cocktail Hr. Coverage-

RECEPTION INTRODUCTIONS

Please name the following in the order you would like to have announced.

____ Family of the _____

____ Family of the _____

____ Flower Girl _____
Ring Bearer _____

____ Bridesmaid _____
Groomsman _____

____ Bridesmaid _____
Groomsman _____

_____ Bridesmaid _____
Groomsman _____

_____ Bridesmaid _____
Groomsman _____

_____ Bridesmaid _____
Groomsman _____

Maid/Matron of Honor _____

Best Man _____

Couple _____

How would you like to be introduced? _____

INTRODUCTION SONGS

_____ Family Introduction Song:

Song _____ Artist(s) _____

_____ Family Introduction Song:

Song _____ Artist(s) _____

WEDDING PARTY INTRODUCTION SONG:

Song _____ Artist(s) _____

COUPLE INTRODUCTION SONG:

Song _____ Artist(s) _____

COUPLE FIRST DANCE:

Song _____ Artist(s) _____

FAMILY DANCES

Family Dance With _____

Song _____ Artist(s) _____

Family Dance With _____

Song _____ Artist(s) _____

CAKE CUTTING

Music for the Cutting of the Cake:

Song _____ Artist(s) _____

BOUQUET/GARTER

Music for the Bouquet Toss:

Song _____ Artist(s) _____

MUSIC FOR REMOVAL OF THE GARTER:

Song _____ Artist(s) _____

MUSIC FOR THE GARTER TOSS:

Song _____ Artist(s) _____

GARTER CATCHER & BOUQUET CATCHERS DANCE: OTHER DANCE: (If chosen)

Song _____ Artist(s) _____

For this next section please number the following if you would like them introduced.

_____ Toast The best man will be introduced. Wireless microphone is available. Before or After dinner is served? Please circle one.

_____ Other Toasts Please circle. Father of the Bride, Father of the Groom, Maid of Honor, Groomsman, Bridesmaid _____

_____ Blessing/Grace before dinner, chosen person will be introduced. Wireless microphone available. Name _____

_____ Food Service will be announced and dinner music will be played.
Time: _____

Playlist

These are songs and/or types of music you DO want to hear throughout your event:

Dinner -

Should song requests from your guests be OPEN or CLOSED for your dance floor?
Please circle one.

Dance Floor -

Must Play Dance Floor List – These are your FAVORITE songs played when you walk back onto the dance floor from a break or to get the party going.

Avalanche Mash Up Yes / No (Please circle one)

This is great way to get all your guests onto the dance floor. Here’s how it works... The wedding party is called onto the dance floor and a song is played (The song is a fast song) and the wedding party begins dancing. Now, when they hear the music stop, each person will go into the audience and bring back a different dance partner to the dance floor. Then, when everyone comes back to the dance floor, the dancing begins again. This cycle continues until everyone is on the dance floor. This dance is usually done at the beginning of the open dancing.

Please fill in the dances or games that you would like to have.

Anniversary Dance/Game Shoe Game Cupid Shuffle Dollar Dance
 Chicken Dance Hokey Pokey Cha-Cha Slide Hustle Macarena
 YMCA Gangnam style Family Ethnic

Do Not Play List - These are songs and/or types of music you DO NOT want to hear:

Birthdays or Anniversaries to be announced:

Centerpiece Giveaway Yes / No (Please circle one)

Last song / dance of the night:

Any additional comments or anything special you would like to add for your wedding reception?

May we take pictures at your wedding reception to post on our website? Yes / No
(Please circle one)

Lighting - Wedding Colors _____

Your time and effort put forth into completing this planner is greatly appreciated! Please complete and mail back to us. You will receive a phone call the week of your wedding reception to confirm the details on this wedding planner.