

Wedding Reception Agenda Planning Form

This form is to be used for planning out the details of the reception. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name _____

Groom's name _____

Date of wedding _____

First guests expected to arrive at the reception at what time? _____

Bride and Groom expected to arrive at the reception at what time? _____

Reception planned on ending at what Time? _____

Location & directions of reception:

Number of People Attending: _____ Predominant Age Range: _____

General type of Music that you would like at the reception: _____

Describe the type of Atmosphere that you would like at the reception: _____

Bride's favorite radio station(s): _____ Groom's favorite radio station(s): _____

We ask about your favorite radio stations to get a basic feel for the types of music you each enjoy.

Tell us about things that you have seen at other receptions that you definitely **DO NOT WANT** at your reception (e.g., things you thought were not in good taste, things that made you roll your eyes and say to yourself, "I don't EVER want something like that at MY reception!", _____

Preference for music playing as guests are arriving at the reception:

smooth jazz; easy listening "sophisticated" jazz (Frank Sinatra, Ella Fitzgerald, Tony Bennett, etc.);

soft vocals; big band; classical; other:

Introduction music: We recommend and normally play a fun, up-tempo Big Band medley song for introductions. Is this what you would like, or is there another special song that you would rather us play while introducing the wedding party?

Big Band medley or other: _____

We recommend then playing a high-energy song as the Bride and Groom enter as a way of getting all the guests standing, applauding, and starting off the reception on a high note. Do you have a preference for the music to be played for this or would you prefer to trust my judgment as to what might best fit the environment and atmosphere based on your preferences?

Please fill in the following information in the order that they are to be introduced and write the names **phonetically** (don't worry; nobody will check your spelling!). This is generally the order in which introductions are done but we can certainly re-order this to your wishes if you would like:
Parents of the Bride: _____

Parents of the Groom: _____

Grandparents: _____

Flower Girl(s): _____

Ring Bearer(s): _____

Groomsmen and Bridesmaids as they are to be coupled and as they are to be introduced. Also note any special designations that you would like us to announce as well, e.g., "Bridesmaid and Sister of the Bride..."

Bridesmaid: _____

and

Groomsman: _____

Bridesmaid: _____

and

Groomsman: _____

Bridesmaid: _____

and

Groomsman: _____

Bridesmaid: _____

and

Groomsman: _____

(If there are additional attendants, please check here and continue on the back or a separate sheet). More on back

Best Man: _____

Maid/ Matron of Honor: _____

(Please circle one – Maid of Honor if she is single; Matron of Honor if she is married)

Song for the Bride and Groom's first dance: _____

We would like to dance to the entire song by ourselves.

- We would like to dance, by ourselves, to only part of the song then fade it out when appropriate.
- We would like the wedding party to join us part way through the song.
- We would like all the guests to join us part way through the song.

Tip: I then recommend waiting on any other dances (for example, dances with the parents) until later. Too many of the "traditional" dances in a row tend to all blend together.]

If you are planning on having someone offer a "Welcome," immediately following the first dance is an ideal time to do this.

Will a "Welcome" be offered? Yes No. If Yes, by whom?

Will a "Blessing" be offered? Yes No. If Yes, by whom?

Will food be served to the guests? Yes; No Format: buffet; plated meal;

Hors d'oeuvres only; other _____

Preference for dinner music: smooth jazz Kenny G easy listening "sophisticated" jazz (Frank Sinatra, Ella Fitzgerald, Tony Bennett, etc.); soft vocals; big band; classical;

Other: _____

Will a toast (or toasts) be offered? Yes; No

If yes, by whom _____

When will the toast(s) be offered? _____

Will there be a cake-cutting ceremony? Yes; No If yes, when? immediately after the toasts; later in the reception; other:

What type of music would you like to be played during the cake-cutting? (check one)

Background music alone (e.g., smooth jazz or soft love song);

Other options: Cut the Cake, "Love & Marriage" by Frank Sinatra; "Wink And A Smile" by Harry Connick, Jr.; "L-O-V-E" by Nat King Cole; "When I'm Sixty-Four" by the Beatles; "How Sweet It Is To Be Loved By You" by James Taylor or Marvin Gaye; "Chapel of Love" by the Dixie Cups; "Sugar, Sugar" by the Archies; "Recipe of Love" by Harry Connick, Jr.

Will there be a Groom's Cake to cut as well? Yes; No

If yes, continue with the same music above or is there a preference for different music you would like playing during this? Same music as above; Different song:

Will the Bride dance with her father or other appropriate individual? Yes; No

If yes, to what song _____

Name of person: _____ Relation: _____

Will the Groom dance with his mother or other appropriate individual? Yes; No

If yes, to what song _____

Name of person: _____ Relation: _____

Following the dances with parents, what is your preference: Open up the dance floor to all the guests; Start off with the wedding party and have other guests join in?

Please list any announcements that you would like us to make or special songs, by title and artist, that you would like to have played and for what occasion if applicable (e.g., birthdays; anniversaries; parents' wedding song; grandparents' wedding song; a special song for another newly married couple; etc.)

Are there any songs or types of music that you do NOT want played? _____

Will the Bride and Groom be having a "Dollar Dance" (also known as an "Apron Dance," or "Honeymoon Dance")? Yes; No

[Tip: One of the special parts of the reception is having a dance in which the Bride and Groom are joined on the dance floor by all of the other **married couples**. We play a nice romantic slow song and throughout the song, calling off the number of years of marriage. When couples hear the number of years that they have been married, they are asked to stand to the edge of the floor. This ultimately leads to the last 2 couples being the Bride and Groom and then the longest married couple, enjoying the rest of the dance. It is wonderfully sentimental and is a great way to share the celebration of your marriage with other married couples.

Would you like a special dance for all of the married couples, and through the song determining the longest married couple? Yes; No

Is there a special song that you wish to be played during this song? "Through the Years" by Kenny Rogers; "Remember When" by Alan Jackson; "Unforgettable" by Natalie Cole & Nat King Cole; "I Cross My Heart" by George Strait; "Because You Loved Me" by Celine Dion; "When I Said I Do" by Clint Black; other:

Will the Bride be throwing her bouquet? Yes; No If yes, when: _____

Will the Groom be throwing the garter? Yes; No If yes, when: _____

Song for the Bride and Groom's last dance: _____

No special last dance for the Bride and Groom – just end the reception with one last song for everyone.

"That's What Friends are For" by Dionne Warwick;

"Friends" by Michael W. Smith;

"You've Got A Friend" by James Taylor;

"Georgia on My Mind" by Ray Charles;

"Stay" by Jackson Browne;

"Hit The Road Jack" by Ray Charles;

"Happy Trails" by Roy Rogers (or Van Halen);

"I Will Be Your Friend" by Amy Grant;

"Circle Of Friends" by Point of Grace;

"Is This Love" by Bob Marley;

"This Will Be (an Everlasting Love)" by Natalie Cole;

"Kind and Generous" by Natalie Merchant ("I want to thank you, thank you...");

"Jamaican Farewell" by Jimmy Buffett;

other: _____

Will the Bride and Groom be honeymooning? Yes; No If yes, where? _____

Agenda

It is our goal to make sure that we have a full understanding of how we best cater our services to what you would like at your reception. Therefore, we would like to have you write out the scheduled agenda of what is going to be happening and in the specific order. This way, by planning and going over all the details ahead of time, you can relax and enjoy yourselves at the reception, knowing

that we will have it all under control. We will coordinate this information with the function manager, photographer, videographer, etc. to make sure that everything flows smoothly.

Possible events – what things might you want to consider when sketching out the agenda below? Bride and Groom to take pictures; introductions; receiving line; first dance; blessing; toast(s); food is served; buffet is open; presentation of a gift (or gifts); dances with parents; dance with wedding party; cutting the cake; garter and bouquet; dollar dance; dancing open to everyone; Bride and Groom to change; last dance; closing circle; tunnel; etc.

If there are any other instructions or special announcements (e.g., birthdays, anniversaries, etc.) to be made, please note the details on this page. Finally and most importantly, have FUN together planning your special day! We are honored to be part of it and will do everything possible to make sure that you, your friends, and family have a wonderful time!

Bride's signature of approval for planned reception_____

Date _____

Bride and Groom's future address:_____

A Magical Disc Jockey
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