

ST Productions Reception Planner

dave@stproductions.ca 519-428-6125 BookTheDJ.ca

Brides Name: _____

Grooms Name: _____

Date of Reception: _____

Location of Reception: _____

Estimated Number of Guests: _____

Bride's Phone Number: _____

Groom's Phone Number: _____

Physical Address for B/G: _____

Names of Bride's Parents: _____

Stepparents / Parental Figures: _____

Names of Groom's Parents: _____

Stepparents / Parental Figures: _____

DJ Contracted Time Beginning: _____ P.M.

DJ Contracted Time Ending: _____ P.M. ☐ A.M. ☐

Estimated guest arrival time: _____ P.M.

Estimated wedding party arrival time: _____ P.M.

Wedding Website: _____

Wedding Hashtag: # _____

Wedding Colours: _____

Is there a specific way you would like your DJ to dress? _____

Wedding Coordinator: _____

Phone #: _____

Email: _____

Venue Contact Person: _____

Phone #: _____

Email: _____

Photographer: _____

Phone #: _____

Email: _____

Videographer: _____

Phone #: _____

Email: _____

Will there be a meal served? Yes ☐ or No ☐

Will there be a blessing? Yes ☐ or No ☐

Who will give the blessing? _____

Would you like the DJ to Dismiss tables for dinner? Yes ☐ or No ☐

If no, who will be dismissing tables? _____

Will there be food for the DJ as well? Yes ☐ or No ☐

Cake cutting? Yes ☐ or No ☐

Toasts? Yes ☐ or No ☐

- Order of Speaking 1. _____ 2. _____ 3. _____ 4. _____

Bouquet Toss? Yes ☐ or No ☐

Garter:

- Toss? Yes ☐ or No ☐
- Auction? Yes ☐ or No ☐
- Removal? Yes ☐ or No ☐

Anniversary Dance? Yes ☐ or No ☐

Song _____

Grand Exit? Yes ☐ or No ☐

Song: _____

Introductions:

What song would you like to be introduced to? _____

Would you like a different song for the rest of the wedding party? If so, what song? _____

Would you like the wedding party to be introduced? Yes ☐ or No ☐

Would you Like for Ushers, Ring Bearers, Flower Girls, Jr. Bridesmaids, and Jr. Groomsman to be introduced? Yes ☐ or No ☐

If you would like for them to be introduced, please include names for the following people in the order you would like them introduced:

Ushers _____

Ring Bearers _____

Flower Girls _____

Jr. Bridesmaids and Groomsmen, etc. _____

Bridesmaids and Groomsmen: - (Start with the couple farthest away from you during your ceremony)

Couple #1: _____

Couple #2: _____

Couple #3: _____

Couple #4: _____

Couple #5: _____

Couple #6: _____

Couple #7: _____

First Names Only
For Introduction Purposes

Best Man & Maid of Honor: (Please Circle Maid or Matron)

Best Man: _____ Maid / Matron of Honor: _____

How You Would Like to be Introduced: _____

- (Suggestion): The new Mr. and Mrs. "Last Name"

Dedication Dances:

Bride / Grooms First Dance: _____

Father / Daughter Dance: _____

Mother / Son Dance: _____

Parents Dance: _____

Wedding Party Dance: _____

First Song of the Dance: _____

Final Song of the Dance: _____

Please Describe your desires for the type of music / mood you're looking for during cocktail hour and dinner background music:

Bride's favorite songs, bands, and genres:

Groom's favorite songs, bands, and genres:

Must Play List:

Separate with commas

DO NOT PLAY LIST:

Separate with commas

Planned Order of the Night:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

DJ Suggestion:

1. Introductions
2. Cake Cutting
3. Dinner
4. Toasts
5. B/G Dance
6. F/D Dance
7. M/S Dance
8. Anniversary Dance
9. Wedding Party Dance
10. Dance (20-30 minutes)
11. Shoe Game
12. Dollar Dance
13. Bouquet
14. Garter
15. Dance
16. Grand Exit

Song requests lists are not required but are encouraged!