

RECEPTION PLANNER **Due 4 weeks in Advance**

NAME(s) _____

DATE OF EVENT _____ phone # week of reception _____

Banquet Facility _____ Facility phone _____

Start time _____ Banquet Manager _____

Reception Highlights:

<i>First Dances</i>	<i>Names</i>	<i>Song to be played</i>
Bride & Groom	_____	_____
Bride & Father	_____	_____
Groom & Mother	_____	_____
Grand March song*	_____	_____
Bridal party dance **	_____	_____
Bouquet toss	Yes/No	_____
Garter toss	Yes/No	_____

Bridal Party list in order of procession for Grand March-first names only

<i>Bridesmaid 1:</i> _____	<i>Groomsman 1:</i> _____
<i>Bridesmaid 2:</i> _____	<i>Groomsman 2:</i> _____
<i>Bridesmaid 3:</i> _____	<i>Groomsman 3:</i> _____
<i>Bridesmaid 4:</i> _____	<i>Groomsman 4:</i> _____
<i>Bridesmaid 5:</i> _____	<i>Groomsman 5:</i> _____
<i>Maid Of Honor:</i> _____	<i>Best Man:</i> _____
<i>Miniature:</i> _____	<i>Ring Bearer:</i> _____

* Grand March is an entrance song for bridal party, it should be upbeat; write in your music selection.
 ** It is followed by the bridal party song which is a slow dance; write in your selection. Following that is the garter and bouquet toss. If you do not have a preference the DJ will pick music for you.

Your DJ will contact you after reviewing this document to discuss details and answer any questions.