

Rock-A-Round The Clock DJ Service

Cecil Wade
520 Sixth Street
Bethalto, IL 62010
(618) 377-3723

Wedding Reception Planner

Bride's Name _____ Groom's Name _____
Phone: _____ Phone: _____
Email: _____ Email: _____
Address: _____ Address: _____

Reception Information:

Date and Time: _____
Location (name and address) _____
Room name or location: _____
Person to contact there: _____ Phone: _____ FAX: _____

Set-up time: _____ Music start time: _____ E n d T i m e : _____

Music to be played for: Cocktails from _____ to _____ Dinner from _____ to _____

Dancing from _____ to _____
Is the cocktail time in the same room as the reception? ___Yes ___No.
If no, where _____

Does the caterer need everyone seated to take orders for the main course? ___Yes ___No

Number of guests: _____ total Number of children _____

Grand Entrance Information: *Give phonetic spelling of any difficult names*

Separate music for the bride & groom's entrance ___Yes ___No
Parents of the Bride _____
Parents of the Groom _____
Flower Girl _____ Ring Bearer: _____
Bridesmaid 1 _____ Groomsman 1 _____
Bridesmaid 2 _____ Groomsman 2 _____
Bridesmaid 3 _____ Groomsman 3 _____
Bridesmaid 4 _____ Groomsman 4 _____
Bridesmaid 5 _____ Groomsman 5 _____
Bridesmaid 6 _____ Groomsman 6 _____
Bridesmaid 7 _____ Groomsman 7 _____
Bridesmaid 8 _____ Groomsman 8 _____
Maid/Matron _____ Best Man _____

Bride & Groom to be introduced as: _____

Timing/Music Information:

Some couples choose to have the Bride & Groom's first dance before the toast and dinner. Would you prefer: _____ the dance before dinner _____ the dance after dinner

Do you have a special song that you'd like for the Bride & Groom's first dance?
___ Yes ___ No What? _____

Do you want the DJ to introduce the first toast speaker? ___ Yes ___ No
Name to introduce _____
Name to introduce second _____

Will someone be offering a grace? ___ Yes ___ No Name:

Will you want music to announce the cake cutting? ___ Yes ___ No
When? _____

Father/Daughter Dance _____
Mother/Son Dance _____
Bridal Party Dance _____
Bouquet and Garter _____

Preferred types of music for the open dancing time: _____

Is there any song or type of music that must NOT be played? What _____

Are you leaving before the last dance? ___ Yes ___ No What time? _____
Do you want your exit announced? ___ Yes ___ No

Last song information:
Time: _____ Song: _____

Special notes about this reception:

