

**Professional Sound Services
Wedding Reception Planning Sheet**

NAME _____ **TELEPHONE** _____ **DATE OF PARTY** _____

We have created this Planner to assist you in organizing your evening's entertainment. Good planning will help us achieve a party that you'll remember. This list will be given to your DJ and will be used as a guide for your event.

VIP'S

BRIDE _____	GROOM _____
Maid of Honor _____	Best Man _____
Bride's Maid _____	Groom's Man _____
Bride's Maid _____	Groom's Man _____
Flower Girl _____	Ring Bearer _____

PARENTS

Mother of Bride _____	Mother of Groom _____
Father of Bride _____	Father of Groom _____

ENTRANCE ANNOUNCEMENT

Announce Bride and Groom Bridal Party also No entrance announcement

BRIDAL TOAST

Before Dinner After Dinner Other (specify)

Please list the name of the person(s) giving the bridal toast so we may introduce them.

First _____ Second _____

PRAYER

<input type="checkbox"/> Prayer before the serving of food	<input type="checkbox"/> Introduction
	Title: _____ Affiliation: _____

CAKE CUTTING

<input type="checkbox"/> Yes, Please announce	<input type="checkbox"/> _____
	Name: _____

SPECIAL DANCES

<input type="checkbox"/> First Dance _____	<u>TITLE</u> _____	<u>ARTIST</u> _____
<input type="checkbox"/> Bridal Party Dance _____		
<input type="checkbox"/> Parents Dance _____		
<input type="checkbox"/> Father/Daughter Dance _____		
<input type="checkbox"/> Mother/Son Dance _____		
<input type="checkbox"/> Dollar Dance _____		

SPECIAL MOMENTS

Bouquet Toss

Garter Toss

NOVELTY DANCE(S)

<input type="checkbox"/> Hokey Pokey	<input type="checkbox"/> Electric Slide	<input type="checkbox"/> Polka
<input type="checkbox"/> Chicken Dance	<input type="checkbox"/> Y.M.C.A.	<input type="checkbox"/> Waltz

SPECIFIC INFORMATION

Start Time _____

Name of Hall _____

Hall Address _____ Phone _____

Directions to Hall _____
