

WEDDING RECEPTION PLANNING GUIDE

PLEASE RETURN THIS FORM AT LEAST 1 WEEK PRIOR TO EVENT

Date of event: _____ From _____ Until _____

PRINCIPAL MEMBERS OF WEDDING PARTY

Bride _____ Groom _____

Maid of Honor _____ Best Man _____

Mother of Bride _____ Mother of Groom _____

Father of Bride _____ Father of Groom _____

Client's name, (if not bride) _____

Phone Number: Day _____ Night _____

PLEASE ANNOUNCE THE FOLLOWING TRADITIONAL EVENTS

<input type="checkbox"/> Entrance of Bride & Groom	<input type="checkbox"/> Introduce bridal party	<input type="checkbox"/> Best man's toast
<input type="checkbox"/> Cutting of cake	<input type="checkbox"/> Bouquet toss	<input type="checkbox"/> Garter throw
<input type="checkbox"/> First Dance	<input type="checkbox"/> Father/Daughter Dance	<input type="checkbox"/> Money dance
<input type="checkbox"/> Beginning of dinner	<input type="checkbox"/> Repeat first song/departure	

DJ's Dress Code:

_____ Casual (Polo Shirt) _____ Semi - Formal (Suit & Tie) _____ Formal (Tuxedo) \$50.00 additional

Reception Color Scheme: _____ Number of Guests: _____

Important Music

First Dance: Artist: _____ Song: _____

Father/Daughter Artist: _____ Song: _____

Mother/Son Artist: _____ Song: _____

Wedding Party Artist: _____ Song: _____

Other Artist: _____ Song: _____

Ceremony Location/Address:

Reception Location/ Address:

Reception Facility Contact: _____ Phone Number: _____

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X - PRODUCTIONS

THE DANCE MACHINE

OFFICE
FAX

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