



Reception Planner

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Bride's Name: _____ Groom's Name: _____
 Phone: _____ Phone: _____
 Wedding Date: _____ Beginning Time: _____
 Music Start Time: _____ End Time: _____

Reception Order of Events

Check if needed	Order	Approx. Time	Event
<input type="checkbox"/>			Reception Start
<input type="checkbox"/>			Grand Entrance
<input type="checkbox"/>			Blessing
<input type="checkbox"/>			Meal (Wedding Party first)
<input type="checkbox"/>			First Dance
<input type="checkbox"/>			Father/ Daughter Dance (can be combined with Mother/Son)
<input type="checkbox"/>			Mother/ Son Dance (can be combined with Father/Daughter)
<input type="checkbox"/>			Wedding Party Dance (can be combined with first dance)
<input type="checkbox"/>			Open Dancing
<input type="checkbox"/>			Cake Cutting
<input type="checkbox"/>			Toast
<input type="checkbox"/>			Bouquet Toss
<input type="checkbox"/>			Garter Toss
<input type="checkbox"/>			Special Formalities or Skits
<input type="checkbox"/>			Open Dancing
<input type="checkbox"/>			Last Bride & Groom Dance

Note: The printed order of events is only a suggestion. Every reception is different and this is **YOUR** wedding. Any event may be added, eliminated, or rearranged, as long we clearly indicate it on this table. We will assign a sequence number to the events and take off those that you are not doing. We will review this schedule with your caterer.

Location Information

Name/Address of Venue: _____

Contact Name: _____

Phone: _____

Primary Room Name/Location/Floor: _____

Will music be needed in other rooms at any time (such as cocktail hour)?

Yes? No?

If Yes,

what, where, and when? _____

General Information

Number of Guests: _____ (*Approximate*)

Adults: _____ Children: _____

Is there any time during which we should not play music other than a blessing or toast?

Yes? No?

If yes, when and why? _____

The assumption is that your event is **formal**. Unless otherwise stated below anyone representing Telenko Site & Sound will be dressed in formal attire (tuxedo or tie).

Please indicate below the level of formality in the area of dress:

Formal: Business Casual: Casual:

Contact Information for Other Event Professionals

Please give business name, contact name, phone & fax for each of the following so we can coordinate your schedule with them as needed.

Party Planner: _____

Caterer: _____

Photographer: _____

Videographer: _____

Do the above people/services need to be acknowledged during the event?

Yes? No?

Event Details

Cocktail Hour for Reception

Will there be a cocktail hour before the reception Yes? No?

Is the cocktail hour in the same room/area? Yes? No?

If not, where will this be located? _____

Music for cocktail hour: (please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> New Age | <input type="checkbox"/> Jazz | <input type="checkbox"/> Soft Rock |
| <input type="checkbox"/> Show Tunes | <input type="checkbox"/> Holiday Light Classic | <input type="checkbox"/> Light Top 40 |
| <input type="checkbox"/> Light Listening | <input type="checkbox"/> Classical | <input type="checkbox"/> Other (Specify) _____ |

Reception Introductions and Grand Entrance

Suggested Grand Entrance Music : Wedding Party

Depending on the formality of wedding you are having, there are many options of music to introduce the wedding party with We will cater to your preferences.

For a formal introduction, the following background music is recommended:

- **Can You Feel The Love Tonight** - *Piano Version*
- **Champagne** - *Kenny G*
- **Entr'acte** - *from Phantom Of The Opera*
- **Amigos Para Siempre (Barcelona Olympics Theme)** - *Andrew Lloyd Webber*

For a less formal introduction, the following background music is recommended:

- **Oh Yeah** - *Yello*
- **Benny Hill Theme** - *Boots Randolph*
- **Axel F Theme** - *Harold Faltermeyer*
- **Miami Vice Theme** - *Jan Hammer*

Suggested Grand Entrance Music : Bride And Groom

- **2001: A Space Odyssey Theme** - *Richard Strauss*
- **Another One Bites The Dust** - *Queen*
- **Olympic Anthem** - *John Williams & The Boston Pops*
- **Rocky Theme** - *Bill Conti*
- **Star Wars Theme** - *John Williams*
- **Tonight Show Theme** - *Doc Severisen*

If you choose a Grand Introduction, We need to list those participating in the entrance in the order they will be introduced. We can choose different songs for each person or one for the entire group. (Use back or additional sheets if necessary. If you want, we can also narrate interesting tidbits of information about their relationship with you—if so, Just write those details below each person’s name.)

Suggested order of introductions: (Note: We can opt to have the grandparents rise in their seats and recognize them there)

1. Bride's Grandparents
2. Groom's Grandparents
3. Bride's Parents
4. Groom's Parents
5. Ushers
6. Bridesmaids & Groomsman
7. Flower/Ring Bearers
8. Maid/Matron of Honor (Can be combined with best man)
9. Best Man (Can be combined with maid/matron of honor)
10. Bride & Groom

Introductions

Parents

	title	name		title	name
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		

Note: All the spaces above may not be used for the parents and/or grandparents. We try to take into account children of divorced parents in case both maternal and paternal parents want to be announced.

Ushers/Groomsmen and Bridesmaids/Attendants

title	name		title	name
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		

Ring Bearer(s) and Flower Girl(s)

title	name		title	name
		escorted by		
		escorted by		
		escorted by		
		escorted by		

For bride and groom, please clearly indicate exactly how you want us to introduce you

(Please check one and fill in)

"Ladies and Gentleman! Please welcome for the first time,"

Mr. and Mrs. _____

or

Mr. _____ **and Mrs.** _____ **!"**

Repast

Will there be a blessing before the meal service?

Yes? No?

If so, who will be doing the blessing and will they be introduced

Yes? No?

Name: _____

Toast (This can come before the meal or after the cutting of the cake.)

Will there be a toast?

Yes? No?

If yes, when will it be?

Before meal After cutting of the cake

(Usually the Best Man, could also be the Best Man and Maid/Matron of Honor together or whomever you designate)

Will there be other people offering toasts?

Yes? No?

If so, describe: _____

After the toast, do you want the DJ to ask "Does anyone else want to offer a toast to the bride or groom?"

Yes? No?

After the toast, do you want the DJ to ask, "Would the bride or groom have anything they want to say?"

Yes? No?

Meal

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK with you AND the caterer?

Music for dinner hour: (Circle Choices)

New Age Jazz Soft Rock Motown

Show Tunes Holiday Light Classic Light Top 40

Light Listening Classical Other (Specify) _____

The Bride and Groom's First Dance

Bride and Groom First Dance song:

_____ by _____

If first dance song is unknown at this moment, below are some suggestions for possible songs:

All My Life – *K Ci and Jo Jo*

At Last - *Etta James*

Endless Love - *Diana Ross & Lionel Richie*

From This Moment On - *Shania Twain*

Have I Told You Lately - *Rod Stewart*

I Finally Found Someone - *Streisand & Adams*

It's Your Love - *Faith Hill & Tim McGraw*

Unchained Melody - *The Righteous Brothers*

When A Man Loves A Woman - *Michael Bolton*

Amazed - *Lonestar*

Because You Loved Me - *Celine Dion*

I Cross My Heart - *George Strait*

Keeper Of The Stars- *Tracy Byrd*

Everything I Do - *Bryan Adams*

It Had To Be You - *Harry Connick, Jr.*

Emotions - *Destiny's Child*

Hero- *Enriquez Iglesias*

Wonderful Tonight - *Eric Clapton*

Father/Daughter and Mother/Son Dances, Wedding Party Dances

Father/Daughter and Mother/Son dances can be combined or can be separate and can be followed by a dance especially for the wedding party.

Do you want the Father/Daughter and Mother/Son dances together or separate ?

together separate

Father/Daughter and Mother/Son song:

_____ by _____

If separate, who dances first:

Father/Bride Mother/Groom

If separate, also indicate which song for each below.

Father/Daughter Dance song:

_____ by _____

Mother/Son Dance song:

_____ by _____

Do you want a Wedding party Dance?

Yes? No?

If yes, what song?

_____ by _____

Music for Father/Daughter and Mother/Son dance and Wedding Party songs (suggestions follow):

Because You Loved Me - Celine Dion

Daddy's Little Girl - Al Martino

My Girl - The Temptations

Through The Years - Kenny Rogers

What A Wonderful World - Louis Armstrong

Can You Feel The Love Tonight - Elton John

Wind Beneath My Wings- Bette Midler

Butterfly Kisses - Bob Carlisle

Have I Told You Lately - Rod Stewart

A Song For Mama - Boyz II Men

Unforgettable - Natalie Cole & Nat King Cole

The Way You Look Tonight- Tony Bennet

Stand By Me - Ben E. King

Wonderful Tonight - Eric Clapton

My Little Girl – Steve Kirwan

You're My Hero – Teresa James

Yours, Mine & Ours (Family Song) -
David Chamberlin & Teresa James

When I Needed You Most (for stepparents) –
Kimaya Seward

The Man You've Become – Molly Pasutti

In Your Eyes – David Chamberlin

I Hope You Dance – Leanne Womack

I'm Blessed To Call You Mother (to stepmother) –
Molly Pasutti

Cake Cutting

Cake Cutting song:

_____ by _____

Suggested music to play during the cutting of the cake

Sugar, Sugar- The Archies

How Deep is Your Love - Bee Gees

Love And Marriage - Frank Sinatra

I Love The Way You Love Me – John Michael Montgomery

Mack The Knife - Bobby Darin

When I'm Sixty-Four - The Beatles

Don't Be Cruel - Elvis Presley

(Your Love Has Lifted Me) Higher And Higher –
Rita Coolidge

Forever And Ever, Amen – Randy Travis

Cut The Cake - Average White Band

Bouquet and Garter

Bouquet Toss

Song during Bouquet Toss:

_____ by _____

Here are some of the "All Time Musical Favorite Songs" for the Bouquet Toss:

Brown Eyed Girl - *Van Morrison*

Hit Me With Your Best Shot - *Pat Benatar*

Our Lips Are Sealed - *Go-Go's*

California Girls - *The Beach Boys*

Ladies Night - *Kool & The Gang*

We Got The Beat - *Go-Go's*

Chapel Of Love - *The Dixie Cups*

Man, I Feel Like A Woman - *Shania Twain*

American Woman - *Lenny Kravitz*

Girls Just Want To Have Fun - *Cyndi Lauper*

Oh Pretty Woman - *Roy Orbison*

I'm Every Woman - *Whitney Houston*

Garter and Bouquet Catcher

Song during Garter Toss:

_____ by _____

Here are some of the "All Time Musical Favorite Songs" for the Garter Toss:

Bad Boys(Cops Theme) - *Inner Circle*

Born To Be Wild - *Steppenwolf*

I'm Too Sexy - *Right Said Fred*

Legs - *ZZ Top*

Mission: Impossible Theme - *Adam Clayton*

Peter Gunn Theme - *Henry Mancini*

Sharp Dressed Man - *ZZ Top*

You Sexy Thing - *Hot Chocolate*

Bad To The Bone - *George Thorogood*

Hot Legs - *Rod Stewart*

It's Raining Men - *The Weather Girls*

Macho Man - *Village People*

Oh Yeah! - *Yello*

Rock & Roll Pt 2 - *Gary Glitter*

You Can Leave Your Hat On - *Joe Cocker*

The Stripper - *David Rose*

Do you want the garter catcher to put the garter on the leg of the bouquet catcher?

Yes? No?

Do you want "special" bouquet/garter skit? (Ask DJ to explain)

Yes? No?

Song during application of garter:

_____ by _____

Ethnic Dances

Please indicate any specific ethnic dances you want to do:

Dedications

Please indicate if you want any specific song dedications: Birthdays?

Please provide occasion, names, and song title(s) with artist(s) and if there is any specific point

Birthdays? For whom: _____

_____ by _____

Anniversaries? For whom: _____

_____ by _____

Other? For whom: _____

_____ by _____

Skits and Group Dances

If there were any particular dances you would like us to set up, please circle or indicate them here.

Hokey Pokey

Tush Push

Locomotion

Limbo

Electric Slide

Macarena

Conga

Chicken Dance

YMCA

Cha Cha Slide

Other: _____

Music not to be played

Please indicate below what songs you would not like played or skits/events to transpire during this function:

Last Dance

Is there a special song you want to dance to right before you formally leave the reception?

Song for Last Dance:

_____ by _____

Music for last dance (some suggestions follow):

Last Dance - *Donna Summer*

Unforgettable - *Natalie Cole & Nat King Cole*

Wonderful Tonight - *Eric Clapton*

We Go Together - *Olivia Newton-John & John Travolta*

The Time Of My Life - *Warnes & Medley*

Save The Last Dance For Me - *The Drifters*

Closing Time - *Semisonic*

Kiss Him Goodbye (Na Na Na Hey Hey Hey) - *Steam*

On behalf of Telenko Site & Sound, we would like to thank you for filling out this planner. We pride ourselves in delivering the show you want and meeting all your expectations. The way we do that is by making sure all the details are taken care of.

We have done many wedding receptions and have gained experience from each and ever one of them. Please use us as a resource to help plan the reception YOU want. Feel free to call or email with any questions or comments about our service or this planner.

We wish you the best!

Sincerely,



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TELENKO
SITE & SOUND

A proud member of The Triangle DJ Association
www.tdja.org

