

TUNES BY T WEDDING RECEPTION PLANNER

NAME OF BRIDE: _____ NAME OF GROOM: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP _____

PHONE: _____ EMAIL: _____

EMERGENCY/DAY OF EVENT CONTACT: _____ PHONE: _____

AGE OF BRIDE: _____ AGE OF GROOM: _____ AGE RANGE OF GUESTS: _____

WEDDING CEREMONY DATE: _____ LOCATION: _____ TIME: _____

WEDDING RECEPTION DATE: _____ ESTIMATED # OF GUESTS: _____

RECEPTION HALL: _____ PHONE: _____ CONTACT: _____

HALL ADDRESS: _____ CITY: _____ STATE: _____

TIME HALL IS AVAILABLE FOR SET UP: _____ GUEST ARRIVAL TIME: _____

MUSIC STARTING TIME: _____ MUSIC ENDING TIME: _____

COLOR SCHEME: HALL _____ BRIDESMAIDS DRESSES: _____

HOW WOULD YOU LIKE YOUR DJ ATTIRED? TUX _____ SEMI-FORMAL _____ SNAPPY CASUAL _____ OTHER _____

WHAT TYPE OF **ATMOSPHERE** WOULD YOU LIKE TO CONVEY AT YOUR RECEPTION? (YOU MAY CHOOSE A COMBINATION OF SETTINGS)

_____ FORMAL, ELEGANT, CLASSY

_____ VERY NICE, SOMEWHAT FORMAL, BUT STILL WANT EVERYONE TO BE ABLE TO BE THEMSELVES AND HAVE FUN

_____ MORE LAID BACK, NOTHING TOO FANCY OR STRUCTURED, WANT EVERYONE TO HAVE A GOOD TIME

_____ VERY UNSTRUCTURED, JUST WANT TO LET LOOSE AND HAVE A GOOD TIME

WHAT **STYLE OF DJ** WOULD YOU PREFER? (YOU MAY CHOOSE A COMBINATION OF STYLES)

_____ NO TALKING, JUST PLAY MUSIC

_____ SOME TALKING, BUT ONLY WHEN NECESSARY. MINIMAL INTERACTION

_____ FUN, OUTGOING, BUT NOT STEALING THE SHOW. TALK TO GET PEOPLE INVOLVED

_____ OUTGOING, LIFE OF THE PARTY, VERY INTERACTIVE. TALK AND LEAD DANCES IF NECESSARY

NAME OF CATERER: _____ NAME OF COORDINATOR/HOSTESS: _____

NAME OF PHOTOGRAPHER + THEIR END TIME: _____ NAME OF VIDEOGRAPHER: _____

NAME OF PHOTO BOOTH REPRESENTATIVE: _____ TIME OF BOOTH AVAILABILITY : _____

ORDER OF EVENTS (PLEASE NUMBER CHRONOLOGICALLY ALL THAT PERTAIN AND ESTIMATED TIME)

_____ GUEST ARRIVAL - TIME: _____ BRIDE & GROOM FIRST DANCE - TIME: _____

_____ COCKTAILS/SOCIALIZING - TIME: _____ DADDY/DAUGHTER DANCE - TIME: _____

_____ GUESTS SEATED FOR DINNER - TIME: _____ MOTHER/SON DANCE - TIME: _____

_____ ANNOUNCE WEDDING PARTY - TIME: _____ ANNIVERSARY DANCE - TIME: _____

_____ WELCOME/TOASTS - TIME: _____ BOUQUET TOSS - TIME: _____

_____ BLESSING - TIME: _____ GARTER TOSS - TIME: _____

_____ FOOD SERVED - TIME: _____ OTHER _____ - TIME: _____

_____ CAKE CUTTING - TIME: _____ OTHER _____ - TIME: _____

_____ OTHER _____ - TIME: _____

COCKTAIL/DINNER MUSIC PREFERENCE:

_____ **CLASSICAL** (BEETHOVEN, MOZART, VIVALDI, ETC.)

_____ **ACOUSTIC GUITAR** (JACK JOHNSON, JOHN MAYER, ETC.)

_____ **JAZZ / PIANO / SAX / INSTRUMENTAL**
(G. WINSTON, EARL KLUGH, DAVID BENOIT, ETC.)

_____ **BIG BAND / SWING / LOUNGE MUSIC**
(FRANK SINATRA, HARRY CONNICK JR., MICHAEL BUBLE, ETC.)

_____ **ADULT CONTEMPORARY / EASY LISTENING**
(NORAH JONES, ROD STEWART, CELINE DION ETC.)

_____ **OTHER FORMAT:** _____

SAMPLE ARTIST(S) _____

IF **ANNOUNCING WEDDING PARTY / BRIDE & GROOM ARRIVAL**, DO YOU HAVE A SONG THAT YOU'D LIKE TO ENTER TO?

***DOES THE WEDDING PARTY KNOW WHERE THEY WILL BE GOING/SEATED ? WE RECOMMEND PLACE CARDS FOR THEM AT THEIR SEATS.

TITLE: _____ **ARTIST:** _____

LIST OF ATTENDANTS: ** (IF INTRODUCING) ** (PLEASE SPELL NAMES PHONETICALLY) (EXAMPLE: MANTHEI = MAN-tie)

FLOWER GIRL: _____ RING BEARER: _____

JR: BRIDESMAID: _____ JR. GROOMSMAN: _____

USHER: _____ USHER: _____

USHER: _____ USHER: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

BRIDESMAID: _____ GROOMSMAN: _____

(MAID /*MATRON) OF HONOR: _____ BEST MAN: _____
*(MATRON INDICATES THAT SHE IS MARRIED)

(MAID /MATRON) OF HONOR: _____ BEST MAN: _____

BRIDE AND GROOM INTRODUCED AS: _____

WILL THERE BE A CHAMPAGNE POUR? _____ (YES) _____ HEAD TABLE ONLY _____ ALL GUESTS _____ (NO)

*** (PLEASE ENCOURAGE SPEECH/TOAST PRESENTERS TO KEEP THEIR DIALOGUE 3-5 MINS. MAX) ***

_____ **WELCOME** _____ **TOAST** GIVEN BY: _____ RELATION TO YOU?: _____

_____ **WELCOME** _____ **TOAST:** GIVEN BY: _____ RELATION?: _____

_____ **WELCOME** _____ **TOAST:** GIVEN BY: _____ RELATION?: _____

_____ **WELCOME** _____ **TOAST:** GIVEN BY: _____ RELATION?: _____

BLESSING GIVEN BY: _____ RELATION? _____ SEATED AT TABLE # _____

MEAL FORMAT: _____ SERVED MEAL _____ BUFFET _____ HOR'S DOEUVRES _____ OTHER: _____

WILL A MEAL BE PROVIDED FOR THE DJ(S)? _____ (YES) _____ (NO) DJ, PLEASE MAKE OTHER MEAL PLANS

ARE THERE ANY **SPECIAL ANNOUNCEMENTS** YOU WOULD LIKE US TO MAKE? (RULES ON TINKLING OF THE GLASSES, SOCIAL MEDIA / #HASHTAG INSTRUCTIONS, GUEST BOOK/PICTURE FRAME SIGNED, BIRTHDAYS, ANNIVERSARIES, ETC.)

ARE THERE ANY **SPECIAL DANCES NOT LISTED** OR **DEDICATIONS** YOU WOULD LIKE TO INCLUDE ?

WOULD YOU LIKE THE **CAKE CUTTING** ANNOUNCED? _____ (YES) _____ (NO)

WOULD YOU LIKE A SPECIAL SONG FOR THE CAKE CUTTING? **TITLE:** _____ **ARTIST:** _____
(SUGGESTED SONGS: HOW SWEET IT IS (TO BE LOVED BY YOU), SUGAR SUGAR, CAKE BY THE OCEAN, POUR SOME SUGAR ON ME)

BRIDAL DANCE INFORMATION

BRIDE AND GROOM FIRST DANCE:

SONG TITLE: _____ ARTIST: _____

BRIDE AND GROOM INTRODUCED AS: _____

DO YOU WISH TO DANCE: _____ (WHOLE SONG ALONE) OR _____ (INVITE OTHERS DURING SAME SONG)? OTHERS INCLUDE _____

FATHER/DAUGHTER DANCE: TITLE: _____ ARTIST: _____

FATHER OF THE BRIDE: _____ MOTHER OF THE BRIDE: _____

MOTHER/SON DANCE: TITLE: _____ ARTIST: _____

MOTHER OF THE GROOM: _____ FATHER OF THE GROOM: _____

BOUQUET/GARTER TOSS, WOULD YOU LIKE THESE TO BE FOR **ADULTS ONLY**? _____ (YES) _____ (NO)

*SUGGESTION: (IF YOU'D LIKE TO INCLUDE CHILDREN, WE SUGGEST DOING A **TEDDY BEAR TOSS** FOR THEM)

THROWING OF THE BOUQUET SONG TITLE: _____ ARTIST: _____

SUGGESTED SONGS: (SINGLE LADIES (PUT A RING ON IT), LADIES NIGHT, GIRLS JUST WANNA HAVE FUN, IT'S RAINING MEN)

REMOVAL OF THE GARTER SONG TITLE: _____ ARTIST: _____

SUGGESTED SONGS: (OH YEAH, LEGS, STRIPPER)

GARTER TOSS SONG TITLE: _____ ARTIST: _____

SUGGESTED SONGS: (SEXY & I KNOW IT, PETER GUNN THEME)

WOULD YOU LIKE THE MAN WHO CAUGHT THE GARTER TO PUT IT ON THE LEG OF THE GIRL WHO CAUGHT THE BOUQUET?

(YES) _____ (NO) _____ (IF YES), SONG TITLE: _____ ARTIST: _____

WHAT **TYPE OF MUSIC** DO YOU PREFER? (PLEASE CHECK ALL THAT APPLY)

_____ HOT DANCE/TOP 40	_____ Y2K/2000'S DANCE	_____ OLDIES (50'S & 60'S)
_____ R & B/HIP HOP	_____ TODAY'S ROCK	_____ MOTOWN/CLASSIC SOUL
_____ SOFT HITS/EASY LISTENING	_____ 90'S ROCK	_____ COUNTRY
_____ 90'S DANCE	_____ 80'S ROCK	_____ GROUP PARTICIPATION
_____ 80'S DANCE	_____ CLASSIC ROCK	_____ BIG BAND/SWING
_____ 70'S DANCE/DISCO	_____ HEAVY METAL/HAIR BANDS	_____ ETHNIC _____
_____ EDM (ELECTRONIC DANCE MUSIC)	_____ OTHER FORMATS _____	

WHAT **RATIO** OF FAST MUSIC TO SLOW MUSIC WOULD YOU PREFER? # _____ FAST # _____ SLOW

WOULD YOU LIKE A SPECIAL SONG FOR THE **LAST DANCE** OF THE RECEPTION? _____ (YES) _____ (NO)

TITLE: _____ ARTIST: _____

WHAT TYPE OF MUSIC OR SPECIFIC TITLES WOULD YOU LIKE US TO **AVOID**?

