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WEDDING RECEPTION PLANNER

COUPLE'S NAME: _____ **DATE OF RECEPTION:** _____

LOCATION NAME & ADDRESS : _____ **COORDINATOR:** _____

DJ SET-UP TIME (1hr Early) : _____ **DJ STARTING TIME:** _____ **DJ ENDING TIME:** _____

CEREMONY: ☐ No ☐ Outdoor ☐ Indoor | **DJ START TIME:** _____ **NOTES:** _____

001: PROCESSIONAL - WEDDING PARTY WALK-IN SONG: _____

002: PROCESSIONAL - BRIDE WALK-IN SONG: _____

003: RECESSIONAL - END WALK-OUT SONG: _____

COCKTAIL HOUR: ☐ No ☐ Outdoor ☐ Indoor | **DJ START TIME:** _____ **NOTES:** _____

RECEPTION: ☐ Indoor ☐ Outdoor | **DJ START TIME:** _____ **NOTES:** _____

WEDDING PARTY WALK-IN SONG ☐ No: _____

LIST OF WEDDING PARTY IN THE ORDER YOU WOULD LIKE THEM ANNOUNCED (Preferrable First Name Only):

01: _____

02: _____

03: _____

04: _____

05: _____

06: _____

07: _____

08: _____

09: _____

10: _____

BRIDE AND GROOM WALK IN SONG: _____

BRIDE & THE GROOM INTRODUCTION (Mr & Mrs John Doe): _____

BRIDE AND GROOM 1ST DANCE SONG: _____ **DURATION:** _____

PARENT'S DANCE START TIME: _____ **NOTES:** _____

FATHER AND BRIDE'S SONG: _____ **DURATION:** _____

MOTHER AND GROOM'S SONG: _____ **DURATION:** _____

THE BESTMAN / MAID OF HONOR / MATRON OF HONOR USUALLY LEADS A TOAST PRIOR TO DINNER.

TOAST: ☐ Yes ☐ No | **WHO:** _____ **TIME:** _____

GARTER REMOVAL: ☐ Yes ☐ No | **GARTER TOSS:** ☐ Yes ☐ No | **BOUQUET TOSS:** ☐ Yes ☐ No **TIME:** _____

GARTER & BOUQUET CATCHER PUT IT ON: ☐ Yes ☐ No ☐ Maybe | **NOTES:** _____

CUTTING THE CAKE: ☐ Yes ☐ No | **SONG:** _____ **TIME:** _____

PLAYLIST: MUSIC TYPE, GROUPS & SONGS WE SHOULD PLAY, INTERNET PLAYLIST LINK:

DO NOT PLAY MUSIC TYPE, GROUPS OR SONGS: _____

END OF NIGHT / LAST SONG: _____ **TIME:** _____