



Jerry Parker
212 Stanford Street
Tyler, Texas 75701
Cell 903/516/0255
Office 903/630-3964

Wedding Reception Planner

Bride & Groom Names: _____

Bride & Groom Phone #'s _____

Number of Guests _____ Children _____ Date of Wedding _____

Location of Reception _____

Reception Start Time _____ Reception End Time _____

Name/Address of Venue _____

Contact Person _____

Normal dress for MC's and DJ's is in all black. If you wish different attire, please let us know.

Music Type for Dinner _____ May your guests make requests? Y N

Circle Icebreakers that you want:

Songs/Music you do NOT want played

Macarena The Twist Hokey Pokey
Cha Cha Slide The Electric Slide
YMCA Locomotion Conga Line
Chicken Dance Cotton Eyed Joe
Cupid Shuffle Wobble

Introductions

Please complete the following as you would like the wedding party announced.

Parents of the Bride _____

Parents of the Groom _____

Flower Girl _____

Ring Bearer _____

Bridesmaids

Groomsmen

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Maid of Matron of Honor (please circle) _____

Best Man _____

Bride and Groom as you would like to be introduced

Events

Please complete all of the events you want at your reception and include the song and artist or the person that will perform the event.

Bridal Party Entrance Music _____

Couple First Dance _____

Father/Daughter _____

Mother/Son _____

Prayer (Name) _____

Cake Cutting _____

Toast to the Bride and Groom _____

Do you want to open the mic for other toasts? Yes No (circle one)

Bouquet Ceremony _____

Garter Ceremony _____

Anniversary or Dollar Dance _____

Last Dance _____

Timeline of Events

Time

Event

DJ Arrival Time

Pre-Ceremony Music

Ceremony Music

Reception Start

Grand Entrance (Introduction of Wedding Party)

First Dance

Father/Daughter Dance

Mother/Son Dance

Wedding Party Dance

Meal/Cocktails

Toast

Cake Cutting

Open Dancing

Dollar/Anniversary Dance

Bouquet Toss

Garter Toss

Last Dance

Client Signature of Approval

Company Approval

Ceremony

Dj starts playing music 30 minutes before ceremony

Entrance of Parents _____

Entrance of Groom _____

Entrance of Bridal Party _____

Processional _____

Sand or Candle Ceremony _____

Soloist _____

Recessional _____

Mic needed? (circle) Yes No

Other
