

Wedding Reception Information Sheet

First Name: _____ Last Name: _____

Address: _____ City _____ State _____ Zip _____

E-Mail Address: _____

Contact Phone: Day _____ Night _____

General Information

Date of the wedding: _____

Reception Information

Date of reception: _____

Time you will need the DJ set up _____

Reception start time: _____ DJ stop time: _____

Reception Address/phone #: _____

Coordinator at reception: _____ DJ attire: _____

Schedule of Events

Announce the arrival of the Bride and Groom? _____

Will you have a receiving line at the reception? _____

Special toasts : _____ (by whom) _____

Will dinner be served? _____ Buffet Style? _____

Will there be a blessing? _____ If so by whom? _____

Dancing/Events

First dance of Bride and Groom _____

Bride and Father of the Bride Dance _____

Groom and Mother of the Groom Dance _____

Other special dances: Bridal Party Dance? _____ Dollar dance? _____

Should the DJ play guest requests? _____

Notes: (Song List) Name at least 10 songs you'd love to hear during the evening.

1. Song _____ Artist _____

2. Song _____ Artist _____

3. Song _____ Artist _____

4. Song _____ Artist _____

5. Song _____ Artist _____

6. Song _____ Artist _____

7. Song _____ Artist _____

8. Song _____ Artist _____

9. Song _____ Artist _____

10. Song _____ Artist _____

Any song that you DON'T want to hear? _____