

Your Reception Planner

Order No. _____



As your wedding approaches, please complete this form or our online version at: www.proformancedj.com/weddplan.htm
You should also schedule an appointment shortly before your wedding date to discuss this and other details of your event.
☎ **Tel: (978) 500-6981** **Fax: (413) 653-5035** **Mail: 4 Johns Ln Topsfield, MA 01983**

Ceremony to be held at _____ Time _____

Reception to be held at _____ Arrival time (guests) _____

DJ to play from _____ to _____ (Hrs must coincide with your contract) Overtime possible? Yes No

Will you have a **receiving line**? Following the ceremony During Reception at _____

Will the wedding party be **introduced** when you enter the reception? Yes No _____

Bridal Party

Grandparents of Bride _____ Introduce Acknowledge

_____ Introduce Acknowledge

Grandparents of Groom _____ Introduce Acknowledge

_____ Introduce Acknowledge

Parents of the Bride _____ Introduce Acknowledge

Parents of the Groom _____ Introduce Acknowledge

Flower Girls _____

Ring Bearers _____

Bridesmaids

Groomsmen

Maid of Honor _____

Best Man _____

Bride _____

Groom _____ **Introduce as:** _____

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Will your **First dance** (Bride & Groom) be Following Introductions during dinner after dinner Music _____
by _____

Will there be a **Blessing/Grace** **Motzie/Kiddush** Other? Led by _____

Will there be a **TOAST** by Best Man Maid of Honor Parent(s) Others? _____

Check any that apply and require DJs attention: Centerpieces Favors Cameras or other novelty _____

The **Wedding cake** will be cut: during dinner After dinner Music: Traditional (Bride cuts the cake)
 Other _____

Is there a **Father's Dance with Bride?** Yes No Music _____
_____ by _____

Is there a **Mother's Dance with Groom?** Yes No Music _____
_____ by _____

Check any that apply to Father/Mother dances: after introductions after dinner after cake cutting
 Use one song for both dances Other _____

Toss Bouquet? Yes No **Garter?** Yes No Other _____

Are there any **other formalities** that we should be aware of? _____

Closing

Will Bride & Groom **change clothes**? Yes No
Will Bride & Groom have a **closing dance**? Yes No Music _____
Circle of friends at closing dance? Yes No
By _____