

# Your Reception Planner Order No. \_\_\_\_\_



As your wedding approaches, please complete this form or our online version at: [www.proformancedj.com/weddplan.htm](http://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) 549-8837 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:** \_\_\_\_\_

# Your Reception Planner

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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 \_\_\_\_\_