

Wedding Reception Worksheet – Page #1

Date of Reception _____ Location _____ Phone _____

Contact Person at Event Location _____ Attire for Dj – Tuxedo / Shirt/tie / Polo/Khakis / Other _____

Capitol City Sound Providing Wedding Ceremony Services? – Yes/No If Yes, time Seating begins _____

Capitol City Sound Providing Cocktail Hour Services? – Yes/No If Yes, time Cocktail hour begins _____

Capitol City Sound Providing Additional Up Lighting Services? – Yes/No

Set-up Time for DJ _____ Time Reception Begins _____ Time Reception Ends _____ Approximate # of Guests – _____

Introduction of Bridal Party? - Yes or No If Yes, song to be played _____ Apprx Time: _____

Introduction of Bride & Groom? – Yes or No If Yes, song to be played _____ Apprx Time: _____
(Song suggestions - “Beautiful Day”, “Let’s Get It Started”, “I Gotta Feeling”, “I Feel Good”, “OSU Fight Song”, “Let’s Get Ready To Rumble”, “Best Day of My Life”)

Welcome? – Yes/No If Yes, who will be doing the Welcome _____ Apprx Time: _____

Toast(s)? – Yes/No If Yes, who will be making the toast(s) _____ Apprx Time: _____

Dinner Blessing ? – Yes/No If Yes, who will be providing _____ Apprx Time: _____

Dinner Type – Sit-down/Plated or Buffet – Apprx Time: _____ Type(s) of Dinner Music – Big Band / Love Songs / Other _____

Cutting of Cake? - Yes or No If Yes, song to be played _____ Apprx Time: _____
(Song suggestions - “Sugar, Sugar”, “Recipe For Love”, “How Sweet It Is”, “Love You Madly”, “Lucky”, “Sweetest Thing”, “Happy Together”, “Grow Old With You”)

Tossing of Bouquet? - Yes or No If Yes, song to be played _____ Apprx Time: _____
(Song suggestions - “Jump”, “Chapel of Love”, “Girls Just Wanna Have Fun”, “Wishin’ & Hopin’”, “Single Ladies”, “Ladies Night”, “Bad Girls”)

Removal of Garter? - Yes or No If Yes, song to be played _____ Apprx Time: _____
(Song suggestions - “Leave Your Hat On”, “Oh Yeah”, “Legs”, “Foxy Lady”, “Another One Bites The Dust”, “Yeah”, “You Sexy Thing”, “Hot in Here”)

Order of Specialty Dances

_____ Bride & Groom’s 1st Dance – Yes or No If Yes, state song title and artist below:

_____ Father/Daughter Dance – Yes or No If Yes, state song title and artist below:

(Suggestions: “Unforgettable”, “Because You Loved Me”, “The Way You Look Tonight”, “In My Life”, “I Loved Her First”, “My Little Girl”, “Lullaby”)

_____ Mother/Son Dance – Yes or No If Yes, state song title and artist below:

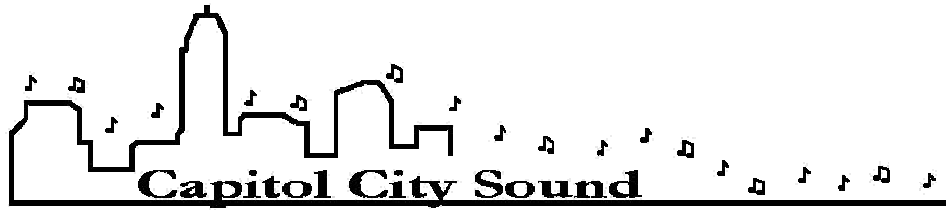
(Song Suggestions: “Have I Told You Lately”, “Through the Years”, “Unforgettable”, “In My Life”, “I Hope You Dance”, “Stand by Me”, “My Wish”)

_____ Other Special Dance(s) – Yes or No If Yes, state song(s) title(s) and artist(s) below:

(Other Dances may be Anniversary Dance, Dollar Dance, 1st Open Slow Dance, etc.)

_____ Special Last Song of the Event – Yes or No If Yes, state song(s) title(s) and artist(s) below:

Fast Dancing LED Lights – Yes or No Slow Starball Dance Light – Yes or No Bose L1 Compact – Yes or No Projector – Yes or No



Wedding Reception Worksheet – Page #2

Announcement of Bride & Groom _____

Bride's Name _____ Groom's Name _____

Maid/Matron-of-Honor _____ Best Man _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

Bride's Maid _____ Groomsman _____

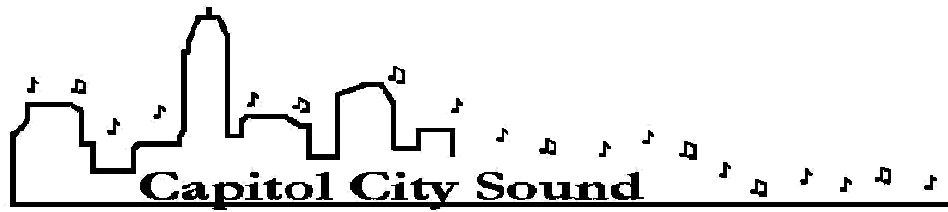
Bride's Maid _____ Groomsman _____

Flower Girl(s) 1st Name _____ Ring Bearer(s) 1st Name _____

Parents of Bride _____ Parents of Groom _____

Will Bride & Groom be leaving the reception early - Yes or No If Yes, please state exit song (if any) below:

Any other additional notes such as Birthdays, Anniversaries, Engagements, or other special announcements:



Requests

Songs/Genres Emphasized:

A large, empty rectangular box with a black border, intended for listing songs or genres that are emphasized in the music selection.

Do Not Play

Songs/Genres Restricted:

A large, empty rectangular box with a black border, intended for listing songs or genres that are restricted or not to be played.