

# Millennium Sound Disc Jockey Service

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[www.msajds.com](http://www.msajds.com)

## WEDDING RECEPTION PLANNER

We recommend the following order of events for your reception. However, if you desire a different order, simply renumber the events in your preferred order. We will need this information at least four (4) weeks prior to your reception so that we can properly prepare and acquire any needed recordings. When complete, please send to the above address. Thanks!!

Bride's (Maiden) Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Location of Ceremony: \_\_\_\_\_

Location of Reception: \_\_\_\_\_

How many people do you expect at your reception? \_\_\_\_\_

Who is your photographer? \_\_\_\_\_ Videographer? \_\_\_\_\_

What time do you expect your first guests? \_\_\_\_\_ What time will Bride and Groom arrive? \_\_\_\_\_

### RECEPTION AGENDA

YES   NO   SUGGESTED  
ORDER/EVENT

yes   no   1) Arrival of Guests (background music)

yes   no   2) Introduce Wedding Party upon arrival? If yes, please list names in order of introduction

Bridal Party Intro: \_\_\_\_\_

B/G Intro: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_

Bride's Maid & Usher (#5): \_\_\_\_\_

Bride's Maid & Usher (#4): \_\_\_\_\_

Bride's Maid & Usher (#3): \_\_\_\_\_

Bride's Maid & Usher (#2): \_\_\_\_\_

Bride's Maid & Usher (#1): \_\_\_\_\_

Matron/Maid of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Flower Girls: \_\_\_\_\_ Ring Bearer(s): \_\_\_\_\_

“The new Mr. & Mrs. \_\_\_\_\_”

*(Note: You could have the Bridal dance here, instead of at #7. Your choice.)*

yes   no   3) Toast Given By: \_\_\_\_\_  
*(Please make sure the champagne will be acquired, and determine who will pour it.)*

yes   no   4) Blessing Given By: \_\_\_\_\_ -

- yes no 5) Dinner? – Serving Time: \_\_\_\_\_ Sit Down / Buffet
- yes no 6) Cut the Cake (Title & Artist): \_\_\_\_\_
- yes no 7) 1<sup>st</sup> Dance Song – B & G (Title & Artist): \_\_\_\_\_
- yes no 8) Bridal Party Song? (Title & Artist): \_\_\_\_\_
- yes no 9) Mother/Son Dance Song (Title & Artist): \_\_\_\_\_
- yes no 10) Father/Daughter Dance Song (Title & Artist): \_\_\_\_\_
- yes no 11) Toss Bouquet / Remove Garter \_\_\_\_\_  
Put back on the recipients? YES NO
- yes no 12) DANCING!!
- yes no 13) Dollar Dance with Bride/Groom (Shot of liquor included? YES NO )  
If yes, who will collect money and distribute liquor? \_\_\_\_\_
- 14) Anniversary Dance? YES NO
- 15) 50/50 Drawing? YES NO

**Special songs During Dance Sessions**

Hokey Pokey	The Electric Slide	Cha Cha Slide
Bird (Chicken) Dance	Macarena	Limbo
The Locomotion	Boot Scootin' Boogie	YMCA

**Please list other special songs below. Indicate your dedication information (Birthdays – list age, anniversaries – list year married, list names, ect.):**

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Other Special Instructions: \_\_\_\_\_

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Songs you **DO NOT** want played? \_\_\_\_\_

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