



## WEDDING RECEPTION FORMAT

Bride & Groom Name: \_\_\_\_\_ Wedding Date: \_\_\_\_\_

Wedding Reception Site: \_\_\_\_\_ Hours: \_\_\_\_\_

Wedding Ceremony Location & Time: \_\_\_\_\_

Contact Person at Facility: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Photographer: \_\_\_\_\_ Videographer: \_\_\_\_\_

Approximate Number of Guests: \_\_\_\_\_ Announce Disposable Cameras on Tables: \_\_\_\_\_

Announce Sign-In Board/Guest Book: \_\_\_\_\_ Centerpieces/Flowers Given Away: \_\_\_\_\_

Anniversaries/Birthdays or Special Announcements: (May be acknowledged during dinner and song may be played in their honor.)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

Guests may take pictures with Disposable Cameras on Tables, please leave Disposable Cameras behind for Bride & Groom: \_\_\_\_\_

## **Order of Introductions**

**Introduction Song:** \_\_\_\_\_

**Grandparents of Bride:** \_\_\_\_\_

**Grandparents of Groom:** \_\_\_\_\_

**Parents of Bride:** \_\_\_\_\_

**Parents of Groom:** \_\_\_\_\_

**Introduction Song:** \_\_\_\_\_

**Bridal Party (Order is typically the same as processional at ceremony.)**

### **Bridesmaids**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

### **Ushers**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**Jr. Bridesmaids:** \_\_\_\_\_ **Jr. Ushers:** \_\_\_\_\_

**Flower Girls:** \_\_\_\_\_ **Ring Bearers:** \_\_\_\_\_

**Introduction Song:** \_\_\_\_\_

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

\_\_\_\_\_

**Introduction Song:** \_\_\_\_\_

**Bride & Groom: Mr. & Mrs.** \_\_\_\_\_

## **DANCES**

**1<sup>st</sup> Dance (Bride & Groom)**      Song: \_\_\_\_\_

**Bridal Party Dance**      Song: \_\_\_\_\_  
(Song for Bridal Party  
Members - may dance  
With partner or with  
Respective husband/wife.)

**Bride / Father**      Song: \_\_\_\_\_

**Groom / Mother**      Song: \_\_\_\_\_

**Alternate Dance (Optional)**      Song: \_\_\_\_\_

## **FORMALITIES**

**Blessing (Reverend, Priest, Rabbi, DJ)** \_\_\_\_\_

**Toast (Typically Best Man)** \_\_\_\_\_

**Additional Toasts (Optional)** \_\_\_\_\_

## **BOUQUET / GARTER CEREMONIES**

**Garter Ceremony Song:** \_\_\_\_\_

**Garter Toss Song:** \_\_\_\_\_

**Bouquet Toss Song:** \_\_\_\_\_

**Garter Re-Enactment Song:** \_\_\_\_\_  
(Recipient of both Bouquet  
& Garter tosses.)

**\*Do not feel obligated to choose each and every song for the various formalities throughout the reception. The experience and professionalism of your DJ / Emcee can select an appropriate song based on the particular needs and styles of the bride and groom.\***

## **CAKE CUTTING CEREMONY**

**Cake Cutting Song:** \_\_\_\_\_

**Please provide us with as many requests for your reception. Typically, 15-20 songs are played per hour. In addition, please star (\*) or highlight special or significant songs which are “must play.” Please also inform your DJ of songs which are “Dislikes,” or songs which may be played “Only If” requested by your guests, friends or family members.**

**SUGGESTED MUSIC**  
(may be songs or artists)

Cocktails: \_\_\_\_\_

Dinner: \_\_\_\_\_

<b><u>PRIMARY REQUESTS</u></b>	<b><u>DISLIKES</u></b>	<b><u>ONLY IF</u></b>
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
9.	9.	9.
10.	10.	10.
11.	11.	11.
12.	12.	12.
13.	13.	13.
14.	14.	14.
15.	15.	15.

**LAST SONG(S) OF THE EVENING (FAST OR SLOW)**

1.\_\_\_\_\_

2.\_\_\_\_\_

3.\_\_\_\_\_

## **WEDDING CEREMONY**

The wedding ceremony is typically comprised of four (4) parts. Please provide us with information pertaining to each of the following portions of your ceremony.

**1. Prelude/Pre-Ceremony (as guests arrive and take their seats)**

**Song Selection(s):**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**2. Processional (can be for parents, bridesmaids or bride only)**

**Song Selection(s):**

(Bridesmaid(s)) \_\_\_\_\_  
(Bride Processional) \_\_\_\_\_

**3. Unity Candle/Psalm Reading (Occasionally music is requested here)**

**Song Selection(s):**

1. \_\_\_\_\_
2. \_\_\_\_\_

**4. Recessional (after exchanging of vows)**

**Song Selection: \_\_\_\_\_**