



RECEPTION PLANNING SHEET

GENERAL INFORMATION

Bride _____ Email _____

Day Phone # _____ Even Phone # _____

Groom _____ Email _____

Day Phone # _____ Even Phone # _____

Event Coordinator or Host/Hostess Contact _____

RECEPTION INFORMATION

(The DJ will arrive at least one hour and a half to the start time of the event. The DJ will need a secure sturdy table at least 6 foot long to set-up.)

Reception Date _____ Reception Time ___:___ to ___:___

Reception Location _____

Location Phone # _____ Number of Guests _____

Bridal Party (arrival time) ___:___ Guest (arrival time) ___:___

Cocktail from ___:___ to ___:___ Time Dinner will be served: ___:___

Will the Disc Jockey be included for Dinner: ___ Yes or ___ No

(If you would like to provide us with a meal, just make note of this on your reception worksheet. Our staff don't consume alcoholic beverages. However, providing ice water and soft drinks is greatly appreciated.)

DETAILED INFORMATION

Cake Served at Reception ___ Yes ___ No

___ No Announcement - Photographer or Wedding Planner Coordinates Cake Cutting

___ DJ/MC Announces - Photographer or Wedding Planner Coordinates Cake Cutting

___ DJ/MC Announces & Coordinates Cake Cutting

Parents of the Bride

Father Full Name _____

Mother Full Name _____

Parents of the Groom

Father Full Name _____

Mother Full Name _____

PLEASE LIST FLOWER GIRL & RING BEARER IN ORDER OF APPEARANCE

Flower Girl

Ring Bearer

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

PLEASE LIST BRIDAL PARTY IN ORDER OF APPEARANCE

Bridesmaid

Groomsman

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

_____ Escorted By _____

THE SPECIAL DANCES

Bride & Groom First Dance (Song & Artist) _____

The Bride/Groom Parents Dance

Father & the Bride Dance (Song & Artist) _____

Mother & the Groom Dance (Song & Artist) _____

Wedding Party Special Dance

The Bridal Party Dances (Song & Artist) _____

Please inform NYC Exclusive Sound Productions of the vendors the DJ will be coordinating with at the reception:

Photographer's Company: _____

Photographer's Name: _____

Caterer's Company: _____

Caterer's Name: _____

Videographer's Company: _____

Videographer's Name: _____