



 Please return this form (AT LEAST **30 DAYS** PRIOR TO RECEPTION DATE) via fax to: 503.213.6072

Reception Planner

Name on contract

Contact ID #
(found near the top left side of your contract.)

1) Should we introduce you when you enter the reception? yes no

How would you like to be introduced?

(We don't recommend introducing the entire wedding party)



_____ Approximate Time

2) BUFFET SIT DOWN DINNER HORS D'OEUVRES
Music during dinner: yes no

Easy listening jazz classical other: _____

If buffet how do you want guests excused for the buffet?

BY TABLE ALL AT ONCE OTHER: _____



_____ Approximate Time

3) TOAST yes no

TIP: A Toast does not need be limited to the Best Man only. Often, the Maid/ Matron of Honor also gives a toast. Sometimes the Bride's Father wishes to say a few words. Just make sure the DJ and the Caterer are aware of all the toasts and when they will occur. *The toast sometimes happens during dinner or at the cake.*



_____ Approximate Time

4) CUTTING OF THE CAKE (you don't have to pick a song for this) yes no



_____ Approximate Time

5) FIRST DANCE yes no

(Name of song requested)



_____ Approximate Time

6) Father/ Bride Dance yes no

(Name of song requested)



_____ Approximate Time

7) Mother/ Groom dance yes no

(Name of song requested)

_____ (It is very typical for the groom and his mother to have a special dance just as the bride does)



_____ Approximate Time



Please return this form (AT LEAST **30 DAYS** PRIOR TO RECEPTION DATE) via fax to: 503.213.6072

Reception Planner

8) Bridal Party Dance yes no  _____
 (Name of song requested) Approximate Time

9) Bouquet toss? yes no  _____
Approximate Time

TIP: If you want to throw the bouquet, but don't want to do the garter, That's perfectly acceptable! Also, consider awarding it to the couple present who has been married longest!

10) Garter toss? yes no  _____
Approximate Time

11) Centerpiece give-away? yes no  _____
Approximate Time

12) Novelty Songs requested: (i.e Chicken dance, Electric Slide, Macarena, Y.M.C.A. etc.)

- 1.) _____
- 2.) _____
- 3.) _____

13) SPECIAL ACTIVITIES: (i.e. group photos, ethnic dances, ceremonies, rituals, money dance, snowball dance, limbo, games)

14) SPECIAL ANNOUNCEMENTS (Birthdays, Anniversary, etc.): yes no

(Before answering the following please remember that if the package you ordered does not support the special needs you will be requesting then they will not be fulfilled)

Is there any other special needs?



▲ Please return this form (AT LEAST 30 DAYS PRIOR TO RECEPTION DATE) via fax to: 503.213.6072

ANY SONGS NOT TO BE PLAYED?

REQUESTS: (Please download our music list and check off your requests. Simply hand that music list directly to the DJ the day of the event. The music list often times is about 50 pages long.)

CIRCLE THE LEVEL OF DJ ENERGY LEVEL YOU EXCPECT (not guaranteed):



Note: If I know your favorite radio station, this helps to identify your personal musical tastes. We will play music mostly as what is played on your favorite radio stations. Remember that we do not do genre specific events, nor do we follow playlists for open dancing.

Bride's Favorite Radio Stations: _____

Groom's Favorite Radio Stations: _____

Should we allow others to use the microphone: yes no

Note: It sometimes helps if you can provide your first dance, father/daughter and mother/son dance music on compact disc. This ensures that we have the exact version that you want.

Your input is much appreciated, and will help to insure that your reception is a special event to remember...

Is the DJ invited to eat: yes no
(please do not feel obligated to provide us with a vendor meal)

Note: We will make sure to complete all of the above items within the amount of time you have purchased. We don't suggest making a time line for the items because an exact time for things usually doesn't work out.

We suggest you use our planner sheet over making your own. This will lead to a much smoother event. We use our planner on a weekly basis and are much more comfortable with our planner sheet. Confusion with not understanding a foreign planner sheet could lead to a bumpy event.

What floor is reception on _____ (as per the contract line 9, remember that if we must move equipment up and down stairs there will be a stair fee. The stair fee is \$25.00 per flight or every 10 steps. This must be paid the same day of the event and at the start of the event.)

Is there an elevator? Yes No

Number of guests expected: _____

Reception Planner