

# Wedding Reception Planner

This worksheet is for **your use** in planning your wedding reception. **Please DO NOT return this to Mike Staff Productions.** Your DJ will call you on the Monday before your wedding to have a thorough conversation about every detail of your wedding reception.

Please consider Mike Staff Productions as your partner in the success of your wedding reception. If you have ANY questions, or if you need suggestions, ideas or advice, please call us at 248-547-6935. We find great joy in participating in your wedding plans. You may also want to visit our website at [www.mikestaff.com](http://www.mikestaff.com) for ideas and suggestions.

For song ideas, please visit our website ([www.mikestaff.com](http://www.mikestaff.com)) and click on "songs."

Your wedding day is YOUR wedding day! We are experts at customizing wedding receptions for each of our couples. Simply use this worksheet as a guide, and remember, we'll do whatever it takes to make your night perfect.

## PART I General Details of Your Wedding Reception

Date of Wedding \_\_\_\_\_

Location of Hall (address, cross streets and phone number) \_\_\_\_\_

How many guests are you expecting? \_\_\_\_\_

Name of photographer \_\_\_\_\_

Name of videographer \_\_\_\_\_

Emergency Numbers we can reach you on your wedding day \_\_\_\_\_

*FYI: It would be a very rare instance that we would need to contact you on your wedding day. However, it is a good idea for us to have as many emergency contacts numbers as possible. Also, be sure to have our "Emergency Phone Card" with you, in case you need to contact us on your wedding day.*

What time does the reception begin? \_\_\_\_\_

*FYI: Your DJ will arrive at the hall about 1 ½ hours prior to the start of the party. Before your first guest arrives, your DJ will have all equipment neatly set up, cocktail music playing, and will be ready in his tuxedo.*

What time will the bride & groom arrive at the hall? \_\_\_\_\_

*NOTE: When you arrive at the hall, please send in a groomsman to inform the DJ that you are there. At this point, your DJ will coordinate the introductions into the room with you and your bridal party.*

What time is dinner scheduled to be served? \_\_\_\_\_

Will dinner be served: Buffet style?                      Family style?                      Individual plates?

What time will the event end? \_\_\_\_\_

*NOTE: Some banquet facilities will require the music to stop half an hour before the end of the evening. Please ask your hall coordinator what time the music should stop.*

Will there be a receiving line at the hall?    YES                      NO

*NOTE: Most receiving lines take place immediately following the ceremony. Many couples will opt to greet guests by visiting each table individually after dinner. If you elect to have a receiving line at the reception, allow yourself at least an hour of time; and plan on being ready to receive guests immediately as the doors open.*

Will you cut your cake: Before Dinner (**Recommended**)    After Dinner                      Not at all

Is there a specific song you'd like played during the cake cutting ceremony?

Song Title & Artist \_\_\_\_\_

## **Part II introductions**

**What song would you like playing as your bridal party is introduced into the room?** (song title & artist)

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**What song would you like playing as the Bride & Groom is introduced into the room?** (song title & artist)

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**How would you like to be introduced?** (Usually Mr. & Mrs. John & Mary Smith)

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**Toast(s) by**

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**Grace by**

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**Special Introductions?** (Grandparents, Godparents, Etc.) *This is a great opportunity to recognize special guests, particularly Grandparents. This announcement will usually be done just before the bridal dances begin and after dinner. The people being recognized will simply need to stand up or wave or whatever.*

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### **Part III Special Dances**

**How would you like to be introduced for the bridal dance?** (Usually Mr. & Mrs. John & Mary Smith)

\_\_\_\_\_

**Your Bridal Song** (include artist) \_\_\_\_\_

**Bridal Party Song** (include artist) \_\_\_\_\_

*(NOTE for the following: A "Maid of Honor" is single, a "Matron of Honor" is married)*

**Maid or Matron of Honor** \_\_\_\_\_ **Best Man** \_\_\_\_\_

**Bridesmaid #1** \_\_\_\_\_ **Groomsman #1** \_\_\_\_\_

**Bridesmaid #2** \_\_\_\_\_ **Groomsman #2** \_\_\_\_\_

**Bridesmaid #3** \_\_\_\_\_ **Groomsman #3** \_\_\_\_\_

**Bridesmaid #4** \_\_\_\_\_ **Groomsman #4** \_\_\_\_\_

**Bridesmaid #5** \_\_\_\_\_ **Groomsman #5** \_\_\_\_\_

**Bridesmaid #6** \_\_\_\_\_ **Groomsman #6** \_\_\_\_\_

**Jr. Bridesmaid** \_\_\_\_\_ **Jr. Groomsman** \_\_\_\_\_

**Jr. Bridesmaid** \_\_\_\_\_ **Jr. Groomsman** \_\_\_\_\_

**Flower Girl** \_\_\_\_\_ **Ring Bearer** \_\_\_\_\_

*NOTE: Usually your parents will dance with your bridal party.*

**Are the bride's parents still married and together?**

If YES, **Brides Parents** \_\_\_\_\_

If NO, **Bride's Mother** \_\_\_\_\_ **dancing with** \_\_\_\_\_

**Bride's Father** \_\_\_\_\_ **dancing with** \_\_\_\_\_

**Are the Groom's parents still married and together?**

If YES, **Grooms Parents** \_\_\_\_\_

If NO, **Groom's Mother** \_\_\_\_\_ **dancing with** \_\_\_\_\_

**Groom's Father** \_\_\_\_\_ **dancing with** \_\_\_\_\_

**Bride Dances with Father?** Yes No Song (include artist) \_\_\_\_\_

**Bride's (new!) Name:** \_\_\_\_\_ **Dad's Name** \_\_\_\_\_

**Groom Dances with Mother?** Yes No Song (include artist) \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ **Mom's Name** \_\_\_\_\_

## **Part IV Miscellaneous Activities**

**Bouquet & Garter Toss?** Yes No

*FYI: About one in three couples will elect to have a bouquet and garter toss. If you choose to, it is HIGHLY recommended that it is reserved for guests over 18 years old.*

*If you elect to include the bouquet and garter toss in your wedding reception plans, you may also choose the music.*

While the bride throws the bouquet (Song & Artist) \_\_\_\_\_

While the groom takes off the garter (Song & Artist) \_\_\_\_\_

While the groom throws the garter (Song & Artist) \_\_\_\_\_

While the "catchers" put the garter on (Song & Artist) \_\_\_\_\_

*NOTE: Your DJ can help you with each of these selections and you can visit [www.mikestaff.com](http://www.mikestaff.com) for ideas.*

**Dollar Dance?** Yes No

*FYI: About one in ten couples will elect to have a dollar dance. While the dollar dance is a great opportunity to dance with each of your guests, it can take a long time (If you dance just 20 seconds with 100 guests, it could take over half an hour!)*

**Anniversary Dance:** Yes No

*FYI: The Anniversary Dance works well ONLY if you have a lot of guests who have been married for a long time. It works like this: Your DJ will invite all married couples to the dance floor to share a dance with the newlyweds. Once the dance floor is full, your DJ will then politely ask couples (with the exception of the bride & groom) who've been married less than 1 year.....then 5 years .....then 10 years, 20 years, etc. to please leave the dance floor. You will be left dancing with the couple that has been married the longest (usually grandparents). Your DJ will get a round of applause for them and then ask them if they have any advice for you (since they've got more experience than anyone else in the room).*

## Part V Music

The music played at your reception will help set the mood for the entire night. Your Mike Staff Productions DJ is extremely knowledgeable and well rounded when it comes to music. Additionally, he has many years of experience in getting people on the dance floor and in making sure that all of your guests are happy and enjoying the music.

While you are free to choose as much music as you'd like for your wedding reception, it is **HIGHLY RECOMMENDED** that you trust your DJ. At Mike Staff Productions, you've hired a professional, experienced wedding DJ that is an expert at keeping the party going.

It is almost impossible to tell in advance what songs your guests will dance to. For example, just because "Footloose" was a blast at your friend's wedding, doesn't guarantee it will go over big at yours. Therefore, we strongly suggest you allow your DJ to mix some of your suggestions, with your guest's requests and other selections to create a fun-filled night that is uniquely yours and that all of your guests will enjoy.

**Style of music to be played during cocktail hour** \_\_\_\_\_

*FYI: Most couples opt for a mix of Jazz, Crooners (Frank Sinatra, Tony Bennet, etc), Blues, etc.*

**Style of music to be played during dinner** \_\_\_\_\_

*FYI: Smooth Jazz without vocals works best, because it allows guests to have dinner conversation without having to strain to hear one another.*

**Are there any songs that you DO NOT want played?** (song title & artist)

*FYI: When choosing songs you DO NOT want played, try not to choose songs that are hugely popular. Certain "wedding songs" are popular because people love to dance to them.*

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

**Are there any songs that you want played ABSOLUTELY, POSITIVELY, NO MATTER WHAT?** (song title & artist)

*FYI: These are songs that you **must** hear at your wedding reception regardless if people dance to them.*

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

**Please list some songs that you'd like to hear, but only if people dance to them.** (song title & artist)

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |