



# Wedding Ceremony & Reception Planner



**GENERAL INFORMATION**

Date & Start/End Time of Wedding: \_\_\_\_\_

Date & Start/End Time of Reception: \_\_\_\_\_

Bride & Groom's Names:

\_\_\_\_\_

Bride & Groom's Nickname (what do your friends call you?):

\_\_\_\_\_

Location of Wedding Ceremony:

\_\_\_\_\_

\_\_\_\_\_

Location of Reception:

\_\_\_\_\_

\_\_\_\_\_

## **CEREMONY QUESTIONS FOR THE BRIDE & GROOM**

- 1.) I normally play 30 minutes of music pre-ceremony. Usually Classical.  
What would you like?

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- 2.) Please choose a song for the bridesmaids and flower girl to walk down the aisle,  
Like Pachelbel "Canon in D" or something modern.

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- 3.) Processional song for the Bride to walk to:

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- 4.) Recessional song for the couple to walk away to at the end:

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- 5.) Another song (fun and contemporary) for the "hugs period" after the ceremony:

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- 6.) Are the groomsmen coming down the aisle or are they at the altar with the groom  
from the beginning?

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- 7.) Are the Bride and Groom saying more than "I do" during the ceremony?

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- 8.) Is anyone reading a poem or singing during the ceremony? Sand ceremony?

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**RECEPTION QUESTIONS FOR THE BRIDE & GROOM**

Expected Number of Guests:

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Expected guest arrival time at reception:

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Is the event Outdoors?\_\_\_\_\_ If so, will there be shelter for DJ?\_\_\_\_\_

**SCHEDULE OF EVENTS**

PLEASE NOTE: This is the “standard” way that we conduct activities at a reception. If you want to change the order, please re-number the order of events on the blank lines next to the current number, please write “N” on the line if you do not want that particular activity. If there is something you want to do that is not listed, please add it to the “Other Instructions” section, along with the order number, and any information about the activity.

**1. \_\_\_\_\_Pre-Arrival of Bridal Party:**

Type of music to be played as guests arrive or for cocktail hour:

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Any special announcements or instructions:

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**2. \_\_\_\_\_ Grand Entrance/Introduction of the Bridal Party:**

Any particular song for the Bridal Party introduction:

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Any particular song for Bride & Groom introduction:

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**3. \_\_\_\_\_ Bride & Groom's First Dance:**

Song Title and Artist:

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**4. \_\_\_\_\_ Toasts:**

Will there be champagne?    Yes    No    If not, what? \_\_\_\_\_

If yes, who is included for champagne? (Please circle all that apply):

Bridal Party Only                      All Guests

Who will perform toasts? (Please circle all that apply):

Best Man    Maid/Matron of Honor    Others (please identify below)

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**5. \_\_\_\_\_ Blessing of the Food:**

Name of Person giving blessing (please indicate any titles, e.g., Pastor, Reverend, etc.)

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**6. \_\_\_\_\_ Dinner:**

What time is dinner scheduled for? \_\_\_\_\_

Type of dinner music:

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Are dinner-appropriate requests from guests OK?    Yes    No

**7. \_\_\_\_\_ Special Announcements:**

Birthdays or Anniversaries:

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8. \_\_\_\_\_ **Father/Daughter Dance:**

Song Title and Artist:

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Combine with Mother/Son Dance?   Yes   No

9. \_\_\_\_\_ **Mother/Son Dance** (please complete if not being combined with Father/Daughter Dance):

Song Title and Artist:

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10. \_\_\_\_\_ **Bridal Party Dance:**

Song Title and Artist:

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Invite guests to join in?   Yes   No

If yes, please identify when (please circle one)

immediately                      after a minute

11. \_\_\_\_\_ **Other Special Dances:**

Type/Song Title and Artist:

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**12. \_\_\_\_\_ Dance Set:**

We play 2-3 up-tempo songs to get your guests up and moving!

If you have any special request song, please list below:

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**13. \_\_\_\_\_ Cake Cutting:**

Style (please circle one):                  Fun and upbeat                  A little more formal

(The difference is in the song played. "Fun and upbeat" would be something like "How Sweet It Is" by James Taylor. "More Formal" would be like "Love and Marriage" by Frank Sinatra)

**14. \_\_\_\_\_ Bouquet Toss/Garter Removal/Garter Toss/Re-Fitting of the Garter:**

Would you like to add an age restriction?    Yes    No    -    Age: \_\_\_\_\_

Bouquet Toss song: \_\_\_\_\_

Garter Removal song: \_\_\_\_\_

Garter Toss song: \_\_\_\_\_

Garter Re-fitting song: \_\_\_\_\_

15. \_\_\_\_\_ **Dancing:**

Is it OK to take requests? (Please circle one)    Yes    no

Any special instructions regarding guest requests?

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**Participation Dances:** Please put a check mark next to the ones you want to do, and an "X" next to the ones you DO NOT want to do. **BUT PLEASE KEEP IN MIND:** These dances get your guests involved so they have a good time.

\_\_\_\_\_ Macarena

\_\_\_\_\_ Limbo

\_\_\_\_\_ Boot Scoot

\_\_\_\_\_ Cupid Shuffle

\_\_\_\_\_ Cha-Cha Slide

\_\_\_\_\_ Electric Slide

\_\_\_\_\_ YMCA

16. \_\_\_\_\_ **Last Dance:**

Please list the Song and Artist:

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(Please circle Last Dance participants)

Just for the two of you

You and your guests

**OTHER INSTRUCTIONS**

Is there anything else that you would like us to handle that has not been addressed in this Planner? If so, please use this area (or a separate sheet) to let us know.

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**Song Requests:** If you like, please provide in area below or on the back of this page or a separate sheet any special requests that you have for songs, both during dinner and during the “party” portion of the reception. Equally as important, please provide any songs that you **DO NOT** want us to play.

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