



WEDDING RECEPTION PLANNING SHEET



Please complete this form and return it at least 3 weeks before your wedding date to:
The Music Caterer, 1492 S. Honeysuckle Cir., De Pere, WI 54115 • Fax: 920.983.8609 • Email: info@music-caterer.com

GENERAL INFORMATION

Services we are providing (please check all that apply): DJ _____ DJ + Live Music _____ Photo Booth _____ Uplighting _____ (color/s: _____)

Wedding Date _____ Our Start Time _____ Our End Time _____ Guest Arrival Time _____

Bride's Name _____ Groom's Name _____

Reception Location _____ Room Name _____ Address _____

BRIDE'S PARENTS (circle all that apply)

Mother/Step _____ Father/Step _____ Years Married _____

Mother/Step _____ Father/Step _____ Years Married _____

GROOM'S PARENTS (Circle all that apply)

Mother/Step _____ Father/Step _____ Years Married _____

Mother/Step _____ Father/Step _____ Years Married _____

Include parents in introductions? Yes _____ No _____

BRIDAL PARTY

Usher _____ Escorted by _____

Usher _____ Escorted by _____

7th Bridesmaid _____ 7th Groomsman _____

6th Bridesmaid _____ 6th Groomsman _____

5th Bridesmaid _____ 5th Groomsman _____

4th Bridesmaid _____ 4th Groomsman _____

3rd Bridesmaid _____ 3rd Groomsman _____

2nd Bridesmaid _____ 2nd Groomsman _____

1st Bridesmaid _____ 1st Groomsman _____

Maid/Matron Of Honor _____ Best Man _____

Flower Girl _____ Ring Bearer _____

Introduce Bride & Groom as: _____

Photographer _____ Videographer _____

*Thank you for choosing The Music Caterer.
We look forward to working with you in making an extraordinary event!*



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The following is a suggested itinerary. If you'd like to include the event, please list songs, or just state 'yes' if you want us to choose music.

TIME (approx)	EVENT	SONG CHOICE	ARTIST
_____	Grand Entrance (before dinner)	_____	_____
_____	Bride/Groom 1st Dance	_____	_____
_____	Father/Daughter Dance	_____	_____
_____	Mother/Son Dance	_____	_____
_____	Grand March Introductions	_____	_____
_____	Bride/Groom Spotlight Dance	_____	_____
_____	Wedding Party Dance	_____	_____
_____	Wedding Party Change Partners Dance	_____	_____
_____	Bouquet Toss	_____	_____
_____	Garter Removal/Toss	_____	_____
_____	Anniversary Dance	_____	_____
_____	Money Dance	_____	_____
_____	Last Dance	_____	_____
Dedications, Birthdays or Anniversaries to announce _____			

Types of Dance Music to be played (please check all that apply)

Big Band/Standards ___ 50's/60's Rock ___ Classic Rock ___ Classic Country ___ Current Country ___ Motown/Soul ___ R&B/Old School ___
 Funk/Disco ___ 80's Retro ___ Current Top Hits ___ Polkas ___ Waltzes ___ Other _____

Group Participation Dances (please check the songs that are ok to play)

Hokey Pokey ___ Chicken Dance ___ Ride the Train ___ YMCA ___ Electric Slide ___ Cha-Cha Slide ___ Cupid Shuffle ___ Grease ___ Cotton Eyed Joe ___

Other specific artists or songs you would like played (or attach an additional sheet):

Any DO NOT PLAY artists or songs:

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