



# 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

Contracted Services (please  all that apply): DJ \_\_\_\_\_ Photo Booth \_\_\_\_\_ Ceremony \_\_\_\_\_ Supplemental Speakers \_\_\_\_\_ 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	_____	_____
_____	Wedding Party Dance	_____	_____
_____	Wedding Party Change Partners Dance	_____	_____
_____	Bouquet Toss	_____	_____
_____	Garter Removal/Toss	_____	_____
_____	Anniversary Dance	_____	_____
_____	Shoe Game, Dollar Dance, etc.	_____	_____
_____	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)

Ride the Train \_\_\_ YMCA \_\_\_ Electric Slide \_\_\_ Cha-Cha Slide \_\_\_ Cupid Shuffle \_\_\_ Grease \_\_\_ Cotton Eyed Joe \_\_\_ Other \_\_\_\_\_

**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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