



© Bowtie Mobile DJ and Sound

RECEPTION PLANNER

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Bride's Name: _____ Groom's Name: _____
Phone: _____ Phone: _____
Wedding Date: _____ Beginning Time: _____
Music Start Time: _____ End Time: _____

Reception Order of Events

Check if needed	Order	Approx. Time	Event
<input type="checkbox"/>			Reception Start
<input type="checkbox"/>			Grand Entrance
<input type="checkbox"/>			Blessing
<input type="checkbox"/>			Meal (Wedding Party first)
<input type="checkbox"/>			First Dance
<input type="checkbox"/>			Father/ Daughter Dance (can be combined with Mother/Son)
<input type="checkbox"/>			Mother/ Son Dance (can be combined with Father/Daughter)
<input type="checkbox"/>			Wedding Party Dance (can be combined with first dance)
<input type="checkbox"/>			Open Dancing
<input type="checkbox"/>			Cake Cutting
<input type="checkbox"/>			Toast
<input type="checkbox"/>			Bouquet Toss
<input type="checkbox"/>			Garter Toss
<input type="checkbox"/>			Special Formalities or Skits
<input type="checkbox"/>			Open Dancing
<input type="checkbox"/>			Last Bride & Groom Dance

Note: The printed order of events is only a suggestion. Every reception is different and this is **YOUR** wedding. Any event may be added, eliminated, or rearranged, as long we clearly indicate it on this table. We will assign a sequence number to the events and take off those that you are not doing. We will review this schedule with your caterer.

Location Information

Name/Address of Venue: _____

Contact Name: _____

Phone: _____

Primary Room Name/Location/Floor: _____

Will music be needed in other rooms at any time (such as cocktail hour)?

Yes? No?

If Yes,

what, where, and when? _____

General Information

Number of Guests: _____ (Approximate)

Adults: _____ Children: _____

Is there any time during which we should not play music other than a blessing or toast?

Yes? No?

If yes, when and why? _____

The assumption is that your event is **formal**. Unless otherwise stated below anyone representing Telenko Site & Sound will be dressed in formal attire (tuxedo or tie).

Please indicate below the level of formality in the area of dress:

Formal: Business Casual: Casual:

Contact Information for Other Event Professionals

Please give business name, contact name, phone & fax for each of the following so we can coordinate your schedule with them as needed.

Party Planner: _____

Caterer: _____

Photographer: _____

Videographer: _____

Do the above people/services need to be acknowledged during the event?

Yes? No?

Event Details

Cocktail Hour for Reception

Will there be a cocktail hour before the reception Yes? No?

Is the cocktail hour in the same room/area? Yes? No?

If not, where will this be located? _____

Music for cocktail hour: (please check all that apply)

- | | | |
|--|--|--|
| <input type="checkbox"/> New Age | <input type="checkbox"/> Jazz | <input type="checkbox"/> Soft Rock |
| <input type="checkbox"/> Show Tunes | <input type="checkbox"/> Holiday Light Classic | <input type="checkbox"/> Light Top 40 |
| <input type="checkbox"/> Light Listening | <input type="checkbox"/> Classical | <input type="checkbox"/> Other (Specify) _____ |

Reception Introductions and Grand Entrance

Suggested Grand Entrance Music : Wedding Party

Depending on the formality of wedding you are having, there are many options of music to introduce the wedding party with We will cater to your preferences.

For a formal introduction, the following background music is recommended:

- **Can You Feel The Love Tonight** - *Piano Version*
- **Champagne** - *Kenny G*
- **Entr'acte** - *from Phantom Of The Opera*
- **Amigos Para Siempre (Barcelona Olympics Theme)** – *Andrew Lloyd Webber*

For a less formal introduction, the following background music is recommended:

- **Oh Yeah** - *Yello*
- **Benny Hill Theme** - *Boots Randolph*
- **Axel F Theme** - *Harold Faltermeyer*
- **Miami Vice Theme** - *Jan Hammer*

Suggested Grand Entrance Music : Bride And Groom

- **2001: A Space Odyssey Theme** - *Richard Strauss*
- **Another One Bites The Dust** - *Queen*
- **Olympic Anthem** - *John Williams & The Boston Pops*
- **Rocky Theme** - *Bill Conti*
- **Star Wars Theme** - *John Williams*
- **Tonight Show Theme** - *Doc Seversten*

If you choose a Grand Introduction, We need to list those participating in the entrance in the order they will be introduced. We can choose different songs for each person or one for the entire group. (Use back or additional sheets if necessary. If you want, we can also narrate interesting tidbits of information about their relationship with you—if so, Just write those details below each person's name.)

Suggested order of introductions: (Note: We can opt to have the grandparents rise in their seats and recognize them there)

1. Bride's Grandparents
2. Groom's Grandparents
3. Bride's Parents
4. Groom's Parents
5. Ushers
6. Bridesmaids & Groomsmen
7. Flower/Ring Bearers
8. Maid/Matron of Honor (Can be combined with best man)
9. Best Man (Can be combined with maid/matron of honor)
10. Bride & Groom

Introductions

Parents

	title	name		title	name
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		
Pat <input type="checkbox"/> Mat <input type="checkbox"/>			escorted by		

Note: All the spaces above may not be used for the parents and/or grandparents. We try to take into account children of divorced parents in case both maternal and paternal parents want to be announced.

Ushers/Groomsmen and Bridesmaids/Attendants

title	name		title	name
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		
		escorted by		

Ring Bearer(s) and Flower Girl(s)

title	name		title	name
		escorted by		
		escorted by		
		escorted by		
		escorted by		

For bride and groom, please clearly indicate exactly how you want us to introduce you

(Please check one and fill in)

“Ladies and Gentleman! Please welcome for the first time,”

Mr. and Mrs. _____

or

Mr. _____ and Mrs. _____ ***!”***

Repast

Will there be a blessing before the meal service?

Yes? No?

If so, who will be doing the blessing and will they be introduced

Yes? No?

Name: _____

Meal

While guests are waiting for food, we can encourage other couples to come out on the floor and slow dance. Is this OK with you AND the caterer?

Music for dinner hour: (Circle Choices)

New Age Jazz Soft Rock Motown

Show Tunes Holiday Light Classic Light Top 40

Light Listening Classical Other (Specify) _____

Toast (This can come before the meal or after the cutting of the cake.)

Will there be a toast?

Yes? No?

If yes, when will it be?

Before meal After cutting of the cake

(Usually the Best Man, could also be the Best Man and Maid/Matron of Honor together or whomever you designate)

Will there be other people offering toasts?

Yes? No?

If so, describe: _____

After the toast, do you want the DJ to ask "Does anyone else want to offer a toast to the bride or groom?"

Yes? No?

After the toast, do you want the DJ to ask, "Would the bride or groom have anything they want to say?"

Yes? No?

The Bride and Groom's First Dance

When would you like have your first dance?

After Grand Entrance Before Father/Daughter dance

Bride and Groom First Dance song:

_____ by _____

If first dance song is unknown at this moment, below are some suggestions for possible songs:

All My Life – K Ci and Jo Jo

Endless Love - Diana Ross & Lionel Richie

Have I Told You Lately - Rod Stewart

It's Your Love - Faith Hill & Tim McGraw

When A Man Loves A Woman - Michael Bolton

Because You Loved Me - Celine Dion

Keeper Of The Stars- Tracy Byrd

It Had To Be You - Harry Connick, Jr.

Hero- Enriquez Iglesias

She's Everything To Me – Brad Paisley

It's Your Love – Tim McGraw and Faith Hill

Here And Now – Luther Vandross

At Last - Etta James

From This Moment On - Shania Twain

I Finally Found Someone - Streisand & Adams

Unchained Melody - The Righteous Brothers

Amazed - Lonestar

I Cross My Heart - George Strait

Everything I Do - Bryan Adams

Emotions - Destiny's Child

Wonderful Tonight - Eric Clapton

Bless The Broken Road- Rascal Flatts

Always And Forever -

Faithfully - Journey

Father/Daughter and Mother/Son Dances, Wedding Party Dances

Father/Daughter and Mother/Son dances can be combined or can be separate and can be followed by a dance especially for the wedding party.

Do you want the Father/Daughter and Mother/Son dances together or separate ?

together separate

Father/Daughter and Mother/Son song:

_____ by _____

If separate, who dances first:

Father/Bride Mother/Groom

If separate, also indicate which song for each below.

Father/Daughter Dance song:

_____ by _____

Mother/Son Dance song:

_____ by _____

Do you want a Wedding party Dance or Good Luck Dance? (Ask DJ about special dance)

Yes? No?

If yes, what song?

_____ by _____

Music for Father/Daughter and Mother/Son dance and Wedding Party songs (suggestions follow):

Because You Loved Me - Celine Dion
My Girl - The Temptations
What A Wonderful World - Louis Armstrong
Wind Beneath My Wings- Bette Midler
Have I Told You Lately - Rod Stewart
Unforgettable - Natalie Cole & Nat King Cole
Stand By Me - Ben E. King
My Little Girl – Steve Kirwan
Yours, Mine & Ours (Family Song) -
David Chamberlin & Teresa James
The Man You've Become – Molly Pasutti
I Hope You Dance – Leanne Womack

I Loved Her First - Heartland
Dance With My Father- Luther Vandross

Daddy's Little Girl - Al Martino
Through The Years - Kenny Rogers
Can You Feel The Love Tonight - Elton John
Butterfly Kisses - Bob Carlisle
A Song For Mama - Boyz II Men
The Way You Look Tonight- Tony Bennet
Wonderful Tonight - Eric Clapton
You're My Hero – Teresa James
When I Needed You Most (for stepparents) –
Kimaya Seward
In Your Eyes – David Chamberlin
I'm Blessed To Call You Mother (to stepmother) –
Molly Pasutti
The Way You Look Tonight – Tony Bennett
Through The Yearss- Kenny Rogers

Cake Cutting

Cake Cutting song (preferably 2 choices are suggested):

_____ by _____

_____ by _____

Suggested music to play during the cutting of the cake

Sugar, Sugar- The Archies
Love And Marriage - Frank Sinatra
Mack The Knife - Bobby Darin
Don't Be Cruel - Elvis Presley

Forever And Ever, Amen – Randy Travis
How Sweet It Is – James Taylor
It Had To Be You – Harry Conick Jr.

How Deep is Your Love - Bee Gees
I Love The Way You Love Me – John Michael Montgomery
When I'm Sixty-Four - The Beatles
(Your Love Has Lifted Me) Higher And Higher –
Rita Coolidge
Cut The Cake - Average White Band
I Got You Babe – Sonny & Cher
Chapel Of Love – The Dixie Cups

Bouquet and Garter

Bouquet Toss

Song during Bouquet Toss:

_____ by _____

Here are some of the "All Time Musical Favorite Songs" for the Bouquet Toss:

Brown Eyed Girl - *Van Morrison*

Hit Me With Your Best Shot - *Pat Benatar*

Our Lips Are Sealed - *Go-Go's*

California Girls - *The Beach Boys*

Ladies Night - *Kool & The Gang*

We Got The Beat - *Go-Go's*

Single Ladies - *Beyonce*

Chapel Of Love - *The Dixie Cups*

Man, I Feel Like A Woman - *Shania Twain*

American Woman - *Lenny Kravitz*

Girls Just Want To Have Fun - *Cyndi Lauper*

Oh Pretty Woman - *Roy Orbison*

I'm Every Woman - *Whitney Houston*

Party In The USA - *Miley Cyrus*

Garter and Bouquet Catcher

Song during Garter Removal and Toss:

_____ by _____

Here are some of the "All Time Musical Favorite Songs" for the Garter Toss:

Bad Boys (Cops Theme) - *Inner Circle*

Born To Be Wild - *Steppenwolf*

I'm Too Sexy - *Right Said Fred*

Legs - *ZZ Top*

Mission: Impossible Theme - *Adam Clayton*

Peter Gunn Theme - *Henry Mancini*

Sharp Dressed Man - *ZZ Top*

You Sexy Thing - *Hot Chocolate*

Bad To The Bone - *George Thorogood*

Hot Legs - *Rod Stewart*

It's Raining Men - *The Weather Girls*

Macho Man - *Village People*

Oh Yeah! - *Yello*

Rock & Roll Pt 2 - *Gary Glitter*

You Can Leave Your Hat On - *Joe Cocker*

The Stripper - *David Rose*

Do you want the garter catcher to put the garter on the leg of the bouquet catcher?

Yes? No?

Do you want "special" bouquet/garter skit? (Ask DJ to explain)

Yes? No?

Song during application of garter:

_____ by _____

Ethnic/Special Dances

Please indicate any specific dances you want to do:

Dedications

Please indicate if you want any specific song dedications: Birthdays?

Please provide occasion, names, and song title(s) with artist(s) and if there is any specific point

Birthdays? For whom: _____

_____ by _____

Anniversaries? For whom: _____

_____ by _____

Other? For whom: _____

_____ by _____

Skits and Group Dances

If there were any particular dances you would like us to set up, please circle or indicate them here.

Hokey Pokey

Tush Push

Locomotion

Limbo

Electric Slide

Macarena

Conga

Chicken Dance

YMCA

Cha Cha Slide

Other: _____

Music not to be played

Please indicate below what songs you would not like played or skits/events to transpire during this function:

Last Dance

Is there a special song you want to dance to right before you formally leave the reception?

Song for Last Dance:

_____ by _____

Music for last dance (some suggestions follow):

Last Dance - *Donna Summer*

Unforgettable - *Natalie Cole & Nat King Cole*

Wonderful Tonight - *Eric Clapton*

We Go Together - *Olivia Newton-John & John Travolta*

The Time Of My Life - *Warnes & Medley*

Save The Last Dance For Me - *The Drifters*

Closing Time - *Semisonic*

Kiss Him Goodbye (Na Na Na Hey Hey Hey) - *Steam*

On behalf of Bowtie Mobile DJ and Sound, we would like to thank you for filling out this planner. We pride ourselves in delivering the show you want and meeting all your expectations. The way we do that is by making sure all the details are taken care of.

We have done many wedding receptions and have gained experience from each and ever one of them. Please use us as a resource to help plan the reception YOU want. Feel free to call or email with any questions or comments about our service or this planner.

We wish you the best!

Sincerely,

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BOWTIE
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