

DNA Entertainment Wedding Reception Planner

Please complete and return this form no later than 1 week prior to your reception date. Feel free to contact us if you need assistance. We will review these plans with you prior to the reception.

DNA Disc Jockey Service has prepared this organizer to assist you in the planning and timing of events at your wedding reception. This *sample timeline* to the right lists typical events in their usual order. It is based upon a 5 hour reception with guests arriving at 4 p.m. Your reception may be different, for instance, you might not have a money dance or may elect to have a toast after the meal. Here are more options: Receiving Line at reception, doing the First Dance upon entering the facility etc. Please call if you need assistance.

1. Background Music As Guests Arrive:

- | | | |
|------------------------------------|---|--|
| <input type="checkbox"/> DJ Choice | <input type="checkbox"/> Classical | <input type="checkbox"/> Other (please list below) |
| <input type="checkbox"/> Jazz | <input type="checkbox"/> Piano | <input type="checkbox"/> Does not apply |
| <input type="checkbox"/> Big Band | <input type="checkbox"/> Spanish Guitar | |
| <input type="checkbox"/> Lounge | <input type="checkbox"/> Love Songs | |
| <input type="checkbox"/> New Age | <input type="checkbox"/> Calypso | |

Remarks: _____

2. Receiving Line

Will you have a Receiving Line at the Reception?

- Yes No

Remarks: _____

3. Grand Entrance

- | | |
|--|---|
| <input type="checkbox"/> Parents | <input type="checkbox"/> Ring Bearer(s) |
| <input type="checkbox"/> Wedding Party | <input type="checkbox"/> Bride & Groom |
| <input type="checkbox"/> Best Man/Maid/Matron of Honor | <input type="checkbox"/> Flower Girl(s) |
| <input type="checkbox"/> No Introductions at this time | |

Remarks: _____

Wedding Party Seating

- Head Table (girls on right, guys on left)
- Head Table (by couple) if wedding party is to be seated at head table by couple, please provide a sketch of seating arrangement.
- Sweetheart table

Grand Entrance Tune(s)

Play this tune in the background while introducing wedding party:

Play this tune in the background while introducing Bride and Groom:

OR Use same tune for wedding party and Bride and Groom

Bride and Groom Name

Date of Reception

Sample Timeline:

Please fill out on last page:

1. 4:00 pm Guests Arrive
2. 4:35 pm Wedding Party Introduced
3. 4:45 Toast(s)
4. 5:00 pm Meal
5. 6:30 pm First Dance
6. 6:35 pm Traditional Dances
7. 6:45 pm Open Dancing
8. 7:15 pm Money Dance
9. 7:45 pm Cake Cutting
10. 8:00 pm Banquet Toss
11. 8:15 pm Garter Toss
12. 8:55 pm Last Dance

Background Music:

Your guests should be greeted by music as they enter the reception area. Music selections at this time are generally upbeat and may enhance a particular theme you've chosen. Feel free to select many categories and use the remarks section for any categories not listed. Please check "Does not Apply" if you do not have a particular portion of this organizer scheduled.

Receiving Line:

A receiving line is an opportunity for the bride and groom and perhaps certain family and wedding party members to greet and be introduced to guests. Receiving lines are more common at the ceremony location than at the reception site. Since receiving lines can be time consuming, many brides and groom instead visit guests at their tables during the meal and throughout the reception.

Grand Entrance:

A grand entrance is usually done as the bride and groom enter the reception area for the first time. Others may also be introduced at this time, later, or not at all.

Parents can also be included in the initial introductions. However, special circumstances, including divorce or the absence of a parent may dictate skipping this introduction or changing it somewhat. Here is a sample introduction of divorced or remarried parents of the bride: "Ladies and gentlemen please welcome Father of the Bride, John Brown, with wife Jean, and now mother of the bride Carol Flemmings, with husband James." The same method applies to the groom's side. The term "escorted by" may also be used if the marriage does not exist. We may also introduce the parents at toast time or as they enter the dance for, perhaps for the parent dance.

Wedding party members: flower girls and ring bearers can be introduced later if you wish.

Grand Entrance (continued)

<p>Parents of the Bride Example: John and Carol Brown</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>			<p>Parents of the Groom Example: Richard and Mary Martin</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>																				
<p>Bridesmaid(s)</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>												<p>Groomsmen</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr><tr><td> </td></tr></table>											
<p>Maid/Matron of Honor Please circle: a maid is single; matron is married</p> <table border="1"><tr><td> </td></tr></table>		<p>Best Man</p> <table border="1"><tr><td> </td></tr></table>																					
<p>Flower Girl(s)</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>			<p>Ring Bearer(s)</p> <table border="1"><tr><td> </td></tr><tr><td> </td></tr></table>																				
<p>Bride and Groom introduced as: Examples: The New Mr. and Mrs. Steven Marks or Mr. and Mrs. Steven and Lora Marks or Steven and Lora Marks or Steven and Lora</p>																							

4. Toast(s)

We anticipate having the toasts:

- Upon Wedding Party Arrival After Meal (just before First Dance) During Meal
 No Toast Announcement At Cake Cutting Other

The toasting will be done with:

- Champagne and/or sparkling cider will be made available for guests
 No champagne and available—guests will use their drink of choice

Toast(s) will be performed by: (Please number in order)

- Best Man Father of the Groom Listed Toasts Only
 Maid/Matron of Honor Groom Bride
 Other Wedding Party Members Father of the Bride
 Allow Other Toasts

Remarks: _____

5. Meal Please indicate the scheduled meal time: _____

Will someone give blessing before the meal? Yes No

If so, please indicate the person's name here: _____

Please indicate the type of meal being served: Buffet Sit-Down Hor d'oeuvres

Buffet Order Announcement

(Does not apply to sit-down dinners)

It is typical for the disc-jockey to announce the order of the buffet line as follows:

Bride and Groom, Wedding Party, Family Members, Guests

What are your thoughts on this?

- Announce Traditional Order Make No Buffet Announcement
 Announce Opening of Buffet Only (non traditional)

Dinner Music:

Music is played at a lower level.

- DJ Choice New Age Love Songs Jazz Does not apply
 Classical Calypso Big Band Spanish Guitar
 Piano Lounge Other (please specify below)

Remarks: _____

6. Let the Dancing Begin! (Traditional dances)

Below is a list of the traditional dances which may take place at the reception. Naturally, the bride and groom are expected to do a first dance together; however, your preferences may differ. Please check off appropriate dances for your reception, keeping in mind that it is also possible to combine some of these dances.

- First Dance Parent Dance
 Father/Daughter Dance Wedding Party Dance
 Mother/Son Dance

Traditional Dances (continued)

First Dance

Who will participate in this dance?

- Bride and Groom Only
 No First Dance

- Bride and Groom Begin . . . then Wedding Party Joins
 Other

First Dance Song Title: _____

Remarks: _____

Other Traditional Dances

Father/Daughter Dance

Who will participate in this dance?

- Bride and Father Only
 No Father/Daughter Dance

- Bride and Father Begin . . . then Groom joins in with Mom
 Other

Father/Daughter Song Dance Title: _____

(Choose gender neutral song if groom will be joining)

Remarks: _____

Mother/Son Dance

Options for Mother/Son Dance:

- Groom will dance with mom only
 No Mother/Son Dance

- Dance combined with Father/Daughter dance
 Other

Mother/Son Dance Song Title: _____

Remarks: _____

Parent Dance

Options for Parent Dance

The Parent Dance usually consists of Parents and Bride and Groom. You may want to avoid this dance if one or more parents are not present or if a certain divorce situation exists. A relative or good friend can sometimes be substituted for an absent parent.

- Introduce parents as they enter dance floor (if not done previously)
 Invite parents without instructions
 Other
 No Parent Dance

Parent Dance Song Title: _____

Remarks: _____

Traditional Dances (continued)

Wedding Party Dance

Options for this dance:

- Introduce wedding party couples (if not done previously) No Wedding Party Dance
 Announce the Wedding Party will dance with spouses or escorts Other
 Announce this dance only—no instructions
 This dance already combined with previous dance

Wedding Party Dance Song Title: _____

Remarks: _____

Open dancing usually begins now with a slow song as disc-jockey invites guests to join in.
Please list any remarks, special dedications i.e. birthdays, anniversaries etc.

7. Honeymoon Dance (Money Dance)

The money dance, in one form or another, is adopted from various cultures. We announce here that gentlemen are asked to form a line to share a short dance with the bride and ladies are asked to form a line to share a short dance with the groom. In exchange for this dance guests present money in various amounts to the bride and groom. This money can be pinned onto clothing, placed in the bride's pouch, or collected at the front of the line. While this event can contribute to the enjoyment of the reception, not to mention honeymoon spending cash, some careful thought should go into your decision.

If you are planning to have a money dance, it should be done approximately ½ hour after open dancing begins.

Would you like to have a money dance? Yes No

During the money dance, slow to medium paced dance songs are played as long as guests are lined up to dance. These songs are usually chosen by the disc-jockey. If you have any requests for one or more Money Dance songs, please list them in the remarks section below.

Remarks: _____

8. Cake Cutting

One suggestion for cutting the cake is from ½ hour to 1 hour after dancing begins. A tune is generally played in the background during the cake cutting. If you would like to choose this tune, please write your selection in the remarks section. Otherwise, the disc-jockey will make this selection.

- Announce cake cutting & invite guests to gather No cake cutting announcement
 Do toast at cake cutting time Other: _____
 Bride and Groom to give speech before cutting the cake

Remarks: _____

9. Bouquet Toss

For the Bouquet Toss, single ladies (bachelorettes) are gathered for their chance to catch the bride's bouquet. Many times this event occurs directly after cake cutting). Tossing the bouquet is a fun and lively event for the "girls," and your music selection should reflect this.

Bouquet Toss options:

Do Bouquet Toss right after cake cutting Do Bouquet Toss later No Bouquet Toss

Bouquet Toss Song: _____

Remarks: _____

10. Garter Toss

Just after the Bouquet Toss, single men (bachelors) are gathered to view the groom removing the bride's garter. This is also an event filled with fun and excitement. Music here can range from low to medium paced to wild and risqué—it's your choice.

Do you wish to have a garter toss? Yes No

Garter Toss Song Title: _____

Remarks: _____

11. Last Dance

As implied, this is generally the last dance of the reception or the last dance before the Bride and Groom depart. Consider choosing a love song. Perhaps you were torn between a couple of songs for the First Dance and selected one over the other. Why not use this song for your Last Dance?

Do you wish to have a last dance? Yes No

Last Dance options:

Bride and Groom begin and the guests join Guests form circle then join partway through
 Bride and Groom only No Last Dance
 Guests form circle around the bride and groom

Last Dance Song Title: _____

Remarks: _____

Want to make a Grand Exit?

After the Last Dance, have us gather the guests just outside the exit in two lines (facing) armed with bubbles. When you're ready to exit, you speed through the exit way to limo or exit vehicle as guests scream, shout and blow bubbles. Congratulations—you're off!

Do you wish to have something like this? Yes No

Remarks: _____
