

Elite Entertainment

WEDDING RECEPTION PLANNER

Event Date & Name: _____

Ceremony Location: _____ Start Time: _____ End Time: _____

Banquet Facility: _____ Contact Person: _____

Banquet Room Location (please circle one): Ground Level Upstairs Downstairs Elevator? YES NO

Guest Arrival Time: _____ End Time: _____ Number of Guests: _____

Bride & Groom Arrival Time to Reception: _____ Bride & Groom Departure Time: _____

Wedding Coordinator : _____ Phone: _____ Email: _____

Photographer: _____ Phone: _____ Cell: _____ End Time: _____

Videographer: _____ Phone: _____ Cell: _____ End Time: _____

Limousine Company: _____ Phone: _____ Color: _____ Model: _____

What style of Reception do you want? (please circle one): Elegant Fun Fun/Elegant Wild

Is Reception Smoking or Non-Smoking? _____ Disposable Cameras on Tables? YES NO

Receiving Line: YES NO if yes, who: _____

Grand Introduction: YES NO Time: _____ Who: _____

Song(s) for Grand Introduction: _____

Cake Cutting: YES NO Time: _____ Song: _____

Toast by the Best Man: YES NO Name: _____

Toast by the Maid/Matron: YES NO Name: _____

Other Toasts: YES NO Name: _____

Bride/Groom Speech: YES NO

Blessing before Dinner: YES NO By: _____

Dinner Music & Information:

Instrumental Jazz Piano Easy Listening Variety Other _____

Dinner Time: _____ Dinner Style (please circle one): Buffet Plated Family Style

Would you like to invite your DJ's to dine with your guests? YES NO

(If yes, please provide a place card for the DJ's.)

PLEASE FILL OUT THESE SPECIAL SONGS WITH TITLE & ARTIST.

Bride & Groom First Dance Song: _____

Wedding Party Song: _____

Father/Daughter Dance: _____

Mother/Son Dance: _____

PLEASE PRINT THE NAMES OF YOUR BRIDAL PARTY IN THE ORDER YOU WANT THEM ANNOUNCED.

Bride & Groom First Dance Introduction: _____

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaids

Groomsmen

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Flower Girl: _____

Ring Bearer: _____

Bride's Mother: _____

Bride's Father: _____

Groom's Mother: _____

Groom's Father: _____

Bride's Other: _____

Groom's Other: _____

PLEASE CIRCLE (YES) OR (NO) FOR THE FOLLOWING:

Removing the Garter: Yes No Catchers put on each other: Yes No

- or -

Throwing the Garter: Yes No Catchers dance w/Bride & Groom: Yes No

Throwing the Bouquet: Yes No Anniversary Dance: Yes No

Please remember: The following items are needed THIRTY days prior to your event.

- 1. This Wedding Planner
- 2. A Wedding Invitation

- 3. Any special songs requests
- 4. Final Payment

Feel free to visit our website at www.elitedj.com for song suggestions or contact info.