

WEDDING RECEPTION PLANNER FORM

- DISTINCT VIBRATIONS -

Deposit: _____
☐ required to confirm date

LOCATION: _____ DATE OF EVENT: _____

DIRECTIONS: _____

Event Coordinator: _____ DJ Arrival Time: _____

Phone: _____ Time First Guests Arrive: _____

Bride: _____ << PHONE(s): _____

Groom: _____ << PHONE(s): _____

WEDDING PARTY (Pair up in couples for grand entrance)

Maid of Honor: _____ Best Man: _____

Bridesmaids: _____ Groomsmen: _____

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Bride's Parents: _____

Groom's Parents: _____

ORDER OF EVENTS:

| | |
|----------------------|---------------------------|
| _____ Cocktail Hour | _____ First Dance |
| _____ Grand Entrance | _____ Bouquet/Garter Toss |
| _____ Toast | _____ Money Dance |
| _____ Lunch/Dinner | _____ Dancing |
| _____ Cake Cutting | _____ Other: _____ |

DJ Attire:

Tux/Formal _____

Suit/Tie _____

Casual _____

Special acknowledgements for birthdays, out- of- town guests, anniversaries or other special announcements you would like made: _____

YOUR FIRST DANCE SONG: _____ Group: _____

Song: _____

Would you like a second song for the parents and/or bridal party? Yes _____ No _____

Name of second song (Optional) _____ Group: _____

Song: _____

Any Special Equipment needed? * _____

**extra system setup for ceremony, or any other setup besides reception dance area*

MUSIC:

Please use this section to list your favorite music. List as many or as few as you like, and if you need more space, attach an additional list. This helps us find out about your personal preferences in music & serves as a guideline during our performance. You can list types of music, artists & particular songs.

below - circle what you like • cross out what you don't like:

Hip Hop • KROQ/Alt • 80's • Rock • Reggae • Funk • Disco • Oldies • Motown • R & B • Lounge
Latin • Trip Hop • Breakbeat • House • Trance • Drum & Bass • Dub • Electronic • Jazz • Swing

Bride's Favorites _____

Bride's Favorite Radio Stations: _____

Groom's Favorites _____

Groom's Favorite Radio Stations: _____

Parent's Favorites (optional) _____

Are there any types of music or songs you absolutely DO NOT want to hear? If so,
please list: _____

Music Off by: _____

Other Information: _____

PLEASE ATTACH ANY ADDITIONAL INFORMATION TO THIS FORM.

THANK YOU!

Any Questions? Call: David Whitcraft @ 310/398-8433 email: Dave@DaveDolphin.com

