

Pop Avenue Reception Planning Worksheet

Reception Date: _____ Performance Time: _____
Name of Venue: _____
Street Address: _____
City: _____ Zip Code: _____ Phone: _____
Contact person at venue: _____ Email: _____
Available set-up time: _____
Approximate number of guests expected: _____ Children under 16: _____
What time will the guests arrive: _____
What time will bridal party arrive: _____
What time will guests be seated for dinner? _____

Introductions of the Bridal Party

Below you will find the usual order for introductions of the Bridal Party. Please list the names in the order of their introduction. Please print or type a phonetic pronunciation where applicable.

Will parents of the bride and groom be introduced in the introduction line? () or from their seats? ()

Will grandparents be introduced in the introduction line? () or from their seats? ()

If yes, grandparents names _____

Parents of the Bride: _____

or Mother of the Bride & Escort: _____

Father of the Bride & escort: _____

Parents of the Groom: _____

Mother of the Groom & escort: _____

Father of the Groom & escort: _____

Flower Girl: _____ Ring Bearer _____

Bridesmaids / Groomsmen

_____ & _____
_____ & _____
_____ & _____
_____ & _____

Maid/Matron of Honor & Best Man:

_____ & _____

Bride & Groom (as you would like to be announced)

Blessing/Grace by : _____

Toast(s) by: _____ Allow guest toasts/roasts? Yes () No ()

Below is a menu of the most popular wedding reception highlights. Please review for the events you would like to take place during your reception, and use the chart below to write them in order in which they should occur.

- ☐ Introduction of the Bridal Party/Grand Entrance
- ☐ Bride & Groom -First Dance
- ☐ Toast
- ☐ Blessing/Grace
- ☐ Cake-cutting ceremony
- ☐ Father/Daughter Dance
- ☐ Mother/ Son Dance
- ☐ Wedding Party Dance
- ☐ Garter/Bouquet ceremony
- ☐ Dollar/Money Dance
- ☐ The Wedding Game
- ☐ Children's Games
- ☐ Karaoke
- ☐ Slideshow/Video
- ☐ Piñata
- ☐ Novelty/ Audience Participation Dances
 - Macarena
 - Electric Slide
 - Chicken Dance
 - Hokey Pokey
 - Limbo
 - Cha Cha Slide
 - The Twist
 - Conga Line/Party Train
 - Hula dance or Hula Hoops
 - Soul Train Line
 - Other (please specify)

Schedule

Please list below a general schedule of the following events IF they apply to your wedding. Include ceremony schedule and music if the DJ is to provide music for the ceremony. If you are not sure how you would like the event to "flow", please leave blank and discuss with your DJ.

- Guests arrive at your Wedding Reception and cocktail music begins
- Bridal Party arrives, followed by the introduction of the Bridal Party
- Bride and Groom First Dance
- Mingling and Greeting Guests
- Invocation, Blessing or Prayer (if desired)
- The meal is served (If buffet style, the DJ can announce the order in which the tables will be served starting with the head table)
- Slideshow presentation tracing couples' life from childhood to present
- DJ directs games or piñata with children while parents continue eating & mingling
- As dinner winds down, DJ acknowledges all married couples at reception
- Wedding Game between Bride & Groom and longest married couple in attendance
- Bride and Groom cut the Wedding Cake
- Toast by Best Man and/or Maid/Matron of Honor
- Special Dances, Father/Daughter, Mother/Son, etc
- A separate dance for the Wedding Party or combined 2 families
- Dollar/Money Dance
- Dance floor opens to all guests
- Bride tosses her bouquet
- Groom removes the Brides garter, then tosses the garter to the single men
- Garter-catcher places it on the lady who caught the bouquet, they may dance
- Dancing resumes until bride and groom make grand exit

Please check the types of dance music you believe your guests would enjoy during our breaks at your event.

Current/Top 40 () Adult Contemporary () Rock & Roll () Classic Rock ()
 Oldies (50-60) () Motown () Alternative/New Rock () Big Band/Swing ()
 Country () Disco/Retro () Urban/Rap () Slow Dance ()
 A good mix of all of the above as our party develops ()

Songs for the band to learn that are not on our list.

Song Title _____

Song Title _____

"Must Have" Songs

Song Title _____

Song Title _____

Song Title _____

Song Title _____

Song Title _____

Song Title _____

"Do not play" songs:

Song Title _____

Song Title _____

Song Title _____

How would you like your DJ to dress for the reception?

Formal () Sunday best () Business Casual () Themed ()

As you plan your celebration, keep these ideas in mind for you and your guests:

- ❑ If you have assigned seating for dinner, seat your younger guests closer to the sound system.
- ❑ If you have a large Bridal Party, consider dedicating a bridal party dance to them. This will allow plenty of time for your photographer to get candid shots of the bridal party.
- ❑ Try not to clump too many activities together. Doing so can upset the flow of the reception making it more difficult to build an energy level throughout the event. Doing everything all at once can also unintentionally encourage guests to leave early. Ensure that your photographer is patient and accommodating, and will stay to capture all of the wonderful moments.

Thank you for taking the time to read and fill out this form. It will help to create a fun, yet highly organized atmosphere at your Wedding Reception.