



**Wiser
Productions.com**

West Michigan's Premier Entertainment Agency

**Wiser Productions, Inc. 1601 W. Centre Ave. #103 Portage, MI 49024-6312
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Planner For Your Reception- DJ

Please print a copy of this form and use it as a worksheet to prepare for your wedding reception.

Please go to our website online form's <http://www.wiserproductions.com/> to submit this information to your DJ 30 days prior to your wedding date. Please call your DJ 10 to 14 days prior to your date to go over your event. Their phone number is on the lower right hand corner of your contract.

Event Date: _____ DJ: _____

Reception Location: _____

Facility Manager: _____ Facility Phone: _____

Ceremony Start Time: _____ Ceremony Location: _____

Expected arrival time of first guests at reception site: _____ Number of guests: _____

Expected arrival time of Wedding Party: _____

Dinner service time: _____

Photographer's name: _____

Time Photographer leaves: _____

Videographer's name: _____

Time Videographer leaves: _____

Prior to dinner, your DJ can help with toasts and announcements

Introductions of Wedding Party: None/ Upon arrival/ Prior to dinner seating (Circle One)

Song for Introductions of Bride & Groom and wedding party: _____

Names and Information For Your Reception

Usher 1: _____ Usher 2: _____
Introductions Y/N Y/N

Usher 3: _____ Usher 4: _____
Introductions Y/N Y/N

Bride's Parents: _____
Introductions Y/N

Groom's Parents: _____
Introductions Y/N

Ring Bearer: _____ Flower Girl: _____
Introductions Y/N Y/N

Bridesmaid 1: _____ Groomsmen 1: _____
Introductions Y/N Y/N

Bridesmaid 2: _____ Groomsmen 2: _____
Introductions Y/N Y/N

Bridesmaid 3: _____ Groomsmen 3: _____
Introductions Y/N Y/N

Bridesmaid 4: _____ Groomsmen 4: _____
Introductions Y/N Y/N

Bridesmaid 5: _____ Groomsmen 5: _____
Introductions Y/N Y/N

Bridesmaid 6: _____ Groomsmen 6: _____
Introductions Y/N Y/N

Maid/ Matron of Honor: _____ Best Man: _____
Introductions Y/N Y/N

Bride and Groom: (as you would like to be formally announced)

Otherwise, the DJ should call you:

_____and_____

Toasts

Champagne for toast? Yes/No

Please name each person that will give a toast. Please list the names in the order that the toasts will be given.

Prayer before dinner: Yes/No By whom: _____

Cake Cutting Yes/No

Announce cake cutting: Yes/No When: _____

Special Dances and Events

Bride & Groom dance? Yes/No Song: _____

Bride & Father song? Yes/No Song: _____

Groom & Mother song? Yes/No Song: _____

Other Special Dances? Yes/No Song: _____

Wedding Party song? Yes/No Song: _____

Over time, wedding traditions change.

Please indicate which of these activities that you would like to occur or NOT occur? If you are not familiar with any of these activities, please feel free to discuss them with your DJ.

Pay to Play Dance (Songs that are not allowed to be played, however, the B&G will dance to, provided a guest or guests pay to play, I.E., \$50 for you to dance to the Chicken Dance: \$75 for the Macarena.)

Yes or No ___ Song(s): _____

Dollar Dance (Guests pay to dance a slow song w/ the B and/or G, for 20 seconds.)

Yes or No ___ Song(s): _____

Dash for Cash (Bridesmaids vs Groomsmen. One song where the wedding party race to collect money for the Bride and Groom)

Yes or No ___ Song: _____

Bouquet Toss Yes or No ___ Song: _____

Garter Toss Yes or No ___ Song: _____

Please list any music you want or don't want:

Lined area for listing music preferences.

Please list any additional comments:

Lined area for additional comments.

Please use any free space, or backsides of these worksheets for any additional notes and questions you may have. If all of your notes and questions do not fit in the online planning forms at our website please email them to forms@wiserproductions.com and include your name and event date.