

DJ Henry Baker  
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## Wedding Reception Planner

Contact Name: \_\_\_\_\_ Tel #: \_\_\_\_\_

Address: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Entertainment Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### RECEPTION HALL

Name/address: \_\_\_\_\_

Contact name: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Function Room (name): \_\_\_\_\_ Floor: \_\_\_\_\_

Do we have to provide music in other room(s) at any time (*such as for cocktail hour*)? If so, what, where and when?: \_\_\_\_\_

Directions: \_\_\_\_\_

### INFORMATION

Number of guests: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Style of Food Service: \_\_\_\_\_ Number of courses to be served (including dessert): \_\_\_\_\_

Special Instructions regarding music during the meal ? \_\_\_\_\_

Tuxedos are the traditional style of dress for weddings. Would you prefer us to wear a suit? \_\_\_\_\_

### CONTACT INFORMATION

*Please provide us with the name and telephone number of the people we will be working with.*

Wedding Coordinator: \_\_\_\_\_

Caterer \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

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## Detailed Information For Specific Events

### **MUSIC for CEREMONY** (If DJ Providing Music)

#### Wedding Party Entrance (some suggestions follow):

- Canon in D (Pachelbel) (*Traditional*)
- Rondeau
- Water Music
- Watermark (Enya) (*Contemporary*)
- Theme from Chariots Of Fire (*Contemporary*)
- Look of Love (*Dionne Warwick/Burt Bachrack*)
- Whiter Shade of Pale (*Procol Harum*)

#### Bride's Entrance (some suggestions follow):

- Wedding March – Mendelssohn
- Here Comes the Bride – Rock'n Mania #1
- Bridal March / Bridal Chorus (Wagner)
- Trumpet Voluntary (Clarke) (*Traditional*)
- The Wedding Song (Kenny G) (*Contemporary*)

### **COCKTAIL HOUR**

Is the cocktail hour in the same room as the main reception? If not, what room is it in?

Is music required for the cocktail hour?

Music for cocktail hour (*soft pop, soft jazz, or slow rock*)

### **RECEPTION START**

Will the guests be entering the main room from another room?

Will there be a receiving line as the guests enter the room?

Does the DJ need to coordinate a receiving line in the hall as he announces the wedding party into the hall?

### **INTRODUCTION OF THE WEDDING PARTY/ GRAND ENTRANCE**

Our DJ or MC will normally perform all introductions? **Please notify us if you would prefer someone else.**

Grandparents can already be in the hall and seated. The DJ can acknowledge their presence and introduce them to the guests before announcing the wedding party into the hall.

Will the DJ introduce the grandparents prior to announcing the wedding party into the hall?

Suggested order of introductions:

1. Bride's grandparents (optional)
2. Groom's grandparents (optional)
3. Bride's parents
4. Groom's parents
5. Bridesmaids and Groomsmen
6. Maid/Matron Of Honor (*Can be combined with Best Man*)
7. Best Man (*Can be combined with Maid/Matron of Honor*)
8. Bride and Groom

We recommend upbeat music. Some suggested music follows:

#### Wedding Party Enters Reception:

- Theme from 2001 A Space Odyssey (*Contemporary*)
- Those Wedding Bells (Four Aces)
- Rock and Roll (Part 2)
- Love Song (St. Elmo's Fire)
- Chapel Of Love (Dixie Cups) (*Very Contemporary*)
- America (Neil Diamond) (*Very Contemporary*)
- Party Time (Gloria Estefan) (*Very Contemporary*)

#### Bride and Groom Enter Reception

- Hey Look Me Over (Rick Acocella)
- Tonight Show Theme (*Contemporary*)
- Peter Gunn (*Contemporary*)
- Star Trek (original series) Theme (*Contemporary*)
- 20th Century Fox Fanfare
- Olympic Theme (*Traditional*)
- Here Comes the Bride (Disco) (*Contemporary*)
- Twilight Zone (2 Unlimited) (*Very Contemporary*)

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## **INTRODUCTION OF THE WEDDING PARTY / GRAND ENTRANCE**

Please list people in the order they will be introduced. You can choose a different song for the introduction of the Bride and Groom.

*Name*

*How to Introduce*

1. Mother of the Bride: \_\_\_\_\_
2. Father of the Bride and his Wife: \_\_\_\_\_
3. Mother of the Groom: \_\_\_\_\_
4. Father of the Groom: \_\_\_\_\_
5. Bridesmaid and Usher: \_\_\_\_\_
6. Bridesmaid and Usher: \_\_\_\_\_
7. Bridesmaid and Usher: \_\_\_\_\_
8. Usher and Bridesmaid: \_\_\_\_\_
9. Usher and Bridesmaid: \_\_\_\_\_
10. Usher and Bridesmaid: \_\_\_\_\_
11. Flower Girl: \_\_\_\_\_
12. Special Guests: \_\_\_\_\_
13. Best Man \_\_\_\_\_
14. Maid/Matron of Honor: \_\_\_\_\_
15. Bride and Groom: \_\_\_\_\_

)

## **FIRST DANCE**

First Dance: Song \_\_\_\_\_ Artist \_\_\_\_\_

I recommend having the first dance as soon as possible. Your options would be to go directly into your first dance on announcement into the room. Another option would be to have your first dance within five to ten minutes of the toasts.

The bride and groom do have the option of inviting their parents and wedding party to join them in their first dance. The bride and groom would be announced onto the floor. At some time during the song, the rest of the wedding party could be announced onto the floor and they would join the bride and groom. This option is dependant on the song chosen. Older songs are usually 2 to 2 ½ minutes in length. Newer songs are up to four minutes long.

Would you like the DJ to invite others onto the dance floor during your first dance?

## **BLESSING**

It is customary to offer a blessing before the meal. If there is a blessing, it is before the toast. The blessing can be offered by a member of the clergy (if present), a family member, or the DJ. Would you like a blessing to be offered? By Whom?

In Jewish weddings as well as at other ethnic weddings, there is a ceremony offered where the fathers break bread and offer a blessing. Will this be happening? Please describe how this will take place?

## **TOAST**

The best man traditionally offers a toast to the bride and groom. At this time the guests will be asked to stand, the bride and groom will be asked to take their seats and the Best Man will be called to offer a toast. Following the Best Man the Maid/Matron of Honor might also like to offer a toast

Toasts Offered by:

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At English weddings it is traditional for parents to toast the couple and then to be joined by other guests in toasting the couple. Would either of the parents like to offer a toast?

When toasted by the parents, it is customary for the bride and groom to say something. Usually thanking their parents and guests and this could be said in the form of a toast. Would you like to say anything? (It is not customary in most sections of the country.)

If there were more than one toast offered, would you like us to open the mike for others to offer a toast? (Does anyone else want to say something to the bride or groom or offer a toast?)

## **MEAL**

For buffets, we might assist in calling up tables. The cake cutting will be performed within the first 15 minutes of the meal, usually followed by parent's dances and then the floor will be open for dancing (usually slow music). If centerpieces are to be given away, they should be given away during the meal and earlier vs. later. At the end of the meal, we might call out the wedding party to start the dancing.

## **CAKE CUTTING**

The cutting of the cake is a tradition, which is seen at most weddings. It is a photo opportunity for the guests as well as for the photographer. A well posed photograph of the bride and groom by the cake is always appreciated. Then on queue from the photographer, the DJ would play the song of your choice and might lead you through this activity.

Would you like the DJ to coordinate this activity, with fanfare and the involvement of the guests?

Would you prefer to cut the cake, but discreetly without the DJ making an announcement?

Sometimes playfulness is exhibited during the cake cutting activity. This sometimes leads to an uncomfortable situation. I like to avoid the possibility of an unpleasant situation. Playfulness usually starts with the bride putting cake on the grooms nose. The groom usually responds, and sometimes this can become uncomfortable.

## Music Suggestions for the Cake Cutting Activity:

- Bride Cuts the Cake (farmer in dell version), traditional
- When I'm 64 (Beatles)
- How Sweet It Is To Be Loved By You (James Taylor or Marvin Gaye)
- Eat It (Weird Al Yankovic)
- Circle Of Life (Elton John)
- It Had To Be You (Harry Connick Jr.)
- Our House (Crosby, Stills & Nash)
- St. Elmo's Fire (John Parr)
- Sugar Sugar (The Archies)
- Cut the Cake or Pick Up the Pieces (Average White Band)
- Cuts Like A Knife (Bryan Adams)

## **FATHER/DAUGHTER and MOTHER/SON DANCES**

Will there be a Father/Daughter and Mother/Son dance? The Father/Daughter dance is usually always first. Would you like to combine the Father/Daughter Dance with the Mother/Son Dance or would you like them separate?

Music for Father/Daughter and Mother/Son dance (suggestions follow):

- Daddy's Little Girl (Al Martino)
- Butterfly Kisses
- Turn Around (*Harry Belafonte*)
- Unforgettable (Dinah Washington, Natalie Cole or Nat King Cole)
- Through the Years (Kenny Rogers)
- A Song For My Son/Daughter (Mikki Viereck)
- Stand By Me (*Ben E. King*)
- Wind Beneath My Wings (Bette Midler)
- Always and Forever (Heatwave or Luther Vandross)
- You've Got a Friend (James Taylor) (*If someone other than Father / Mother*)
- That's What Friends Are For (*Wedding Party Dance*)

## **CENTERPIECES**

If centerpieces are to be given away, that should happen earlier in the meal, but after the parent's dances.

Would you like the DJ to give away the centerpieces? How would you like this done?

## **DANCING**

How do you want to start off the general dancing after the meal. The wedding party can be announced onto the floor to a song of your choice. Line dances could be used. We are Family, and call out all of the family members. Or a nice slow dance, with the announcement, "The Bride and Groom have requested (name of next song) and would like to invite you to join them on the dance floor." It would be good to let the wedding party and parents know that they should also join you when the announcement is made.

A faster song would usually follow this song. Is there any music you enjoy and would like to follow?

There are several music lists that you can review for ideas about music. All of these are found on my web site. Call if you need me to send you a list.

## **BOUQUET and GARTER**

You might prefer not to have the Bouquet and Garter event. It is very common for the bride to request that we simply do the bouquet toss and skip the garter. Would you like us to stage this event?.

Music (some suggestions follow):

### Bride Tosses Bouquet Toss

- Girls Just Want to Have Fun (Cyndi Lauper)
- Pretty Woman (Roy Orbison)
- Girls, Girls, Girls (Motley Crue)

### Groom Removes Garter

- Theme From Mission Impossible
- Legs (ZZ Top)
- The Stripper (David Rose)

### Groom Tosses Garter to all the Men

- Peter Gunn (Duane Eddy)
- Theme From Rocky (Rocky Orchestra)

### Garter Catcher Puts Garter On Bouquet Catcher's Leg

- Theme From Mission Impossible
- Oh Yeah (Yello, From Ferris Bueller's Day Off)

This activity should be held earlier in the evening. This is usually within an hour of the start of the general dance program.

### **LAST DANCE**

This is a song of your choice and it is usually a slow song that you will be dancing to. We usually call the guests out onto the dance floor to form a circle and then invite the bride and groom into the circle to dance to the song of their choice. This is usually the very last event that would take place at your reception party.

Following this dance, will you be leaving the room directly or will you be staying to mingle with your family and guests.

### **ETHNIC DANCES, Etc.**

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception (also add them to order of events on page 1). Make sure to include names (with phonetic pronunciations) of specific people to be involved (i.e., names of people that will be lifted up in chairs).

Please list songs that you would like us to play?

Please List songs that we should not play unless requested by guests?

### **LINE DANCES**

Line dances are customary at weddings. They are a big favorite of older women (who might not have partners) as well as the younger women, who like many of the new and more modern line dances.

Would you like us to play any of these?

Line Dances (some suggestions follow):

- Macarena (Los Del Rio)
- Electric Slide (Marcia Griffith)
- Electric Slide (Grandmaster Slice)
- Bus Stop
- New York, New York
- Staying Alive (Bee Gee's)
- Alley Cat (Bent Fabric)
- The Hustle
- Elvira
- New York, New York (*F. Sinatra*)

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### Listing of Events:

Sequence	Time	Event
		Wedding Ceremony <i>(is music required?)</i>
		Cocktail Hour <i>(is music required?)</i>
		Reception Start
		Announce Wedding Part into Hall (Grand Entrance)
		First Dance <i>(Etiquette dictates that the dance floor is not open until the bride and groom have their first dance)</i>
		Wedding Party Dance <i>(can be combined with first dance)</i>
		Grace / Blessing
		Toast
		Meal Starts
		Cake Cutting
		Father/Daughter Dance <i>(can be combined with Mother/Son Dance)</i>
		Mother/Son Dance <i>(can be combined with Father/Daughter Dance)</i>
		Open Dancing (usually slower songs)
		End of Meal / Music and Dance Program
		Garter / Bouquet (best to have within one hour of start of music/dance program)
		Open Dancing
		Last Dance

*Note Please tailor the list of events and their scheduling to suit your interests.*

**Be sure to review this schedule with your caterer!**