



Reception Planning Worksheet

Thank you for choosing Great Lakes Entertainment for your wedding day! We are happy to help you in any way possible. Please take your time to review and fill out as much of the following information as you can. If you need assistance, please don't hesitate to contact us!

We know you have a lot to think about and get done before the big day. Our Reception Planning Worksheet was designed to help you plan out your reception with as little stress as possible. It will also aid in making sure nothing gets left out or forgotten about. If you want something provided, and don't see it on our worksheet, please use the last page to add the item(s) with as much detail as possible.

General Information

Bride's name: _____ Phone: _____ Email: _____

Bride's Mothers name: _____ Phone: _____

Groom's name: _____ Phone: _____ Email: _____

Event date: ___/___/___ Event location: _____

Event address: _____

Contact person at event location: _____ Phone: _____

Banquet room name: _____ What floor: _____ Elevator: Yes No Access time(s): _____

Time DJ can set up equipment: _____ Number of guests: _____ Time guests will arrive: _____

Time Bride & Groom will arrive: _____ Do you want to be announced upon arrival? (Grand Entrance): Yes No

If yes, to what song if any? _____

Reception time start: _____ Reception time end: _____ DJ attire: Tuxedo Business Casual Relaxed

How animated/interactive do you want your DJ? (circle one) Not at all Some what Pretty involved All out nutty

How would you like the DJ to handle things? (circle one) Just play the music Make our basic announcements Get creative

Do you want your DJ to handle all timing of your reception? This means making sure events are followed in order. Yes No

Do you want your DJ to take music requests? Yes No

Will the DJ have a dinner provided? Yes No Will the DJ have access to free soft drinks & water? Yes No

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Bridal Party Information

Please list all persons that will be attending. Include both the correct spelling of their names as well as phonetic spelling if needed. (please print all names)

Bride & Groom: _____

(write down the way you want to be introduced as a wedded couple)

Maid/Matron of Honor: _____

Best Man: _____

Bridesmaid 1: _____

Groomsman 1: _____

Bridesmaid 2: _____

Groomsman 2: _____

Bridesmaid 3: _____

Groomsman 3: _____

Bridesmaid 4: _____

Groomsman 4: _____

Bridesmaid 5: _____

Groomsman 5: _____

Bridesmaid 6: _____

Groomsman 6: _____

Bridesmaid 7: _____

Groomsman 7: _____

Jr. Bridesmaid: _____

Jr. Groomsman: _____

Flower Girl(s): _____

Ringbearer: _____

Usher(s): _____

Parents of the Bride: _____

Parents of the Groom: _____

Grandparents of the Bride: _____

Grandparents of the Groom: _____

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Reception Information

Order

Cocktail Music: Yes No Music type: _____

Dinner Music: Yes No Music type: _____

Introductions: Yes No Artist / Song: _____

Toast 1: Yes No Need microphone: Yes No Toast by: _____

Toast 2: Yes No Need microphone: Yes No Toast by: _____

Blessing: Yes No Need microphone: Yes No Blessing by: _____

Cake Cutting: Yes No Announce when ready: Yes No Time: _____ Before / After dinner?

Dinner Served: Yes No Announce when ready: Yes No Time: _____ Style: _____

Grand March: Yes No Artist / Song: _____

Bride & Groom Dance: Yes No Artist / Song: _____

Bride & Father Dance: Yes No Artist / Song: _____

Groom & Mother Dance: Yes No Artist / Song: _____

Bridal Party Dance: Yes No Artist / Song: _____

Bouquet Toss: Yes No Artist / Song: _____

Garter Toss: Yes No Artist / Song: _____

Last Dance of the Evening: Yes No Artist / Song: _____

Speciality / Novelty Dances:

Dollar Dance: Yes No

Artist / Song 1: _____

Artist / Song 2: _____

Artist / Song 3: _____

Artist / Song 4: _____

Snowball Dance: Yes No Anniversary Dance: Yes No Chicken Dance: Yes No Hokey Pokey: Yes No

Other Novelty Dance(s): _____

Notes: _____

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Music Selection

Select from the following categories what type of music you would like to hear at your reception. Please keep in mind that the music you like, may not be the music that everyone at your reception will like or will get the crowd up and dancing. If you would rather have us select what works, please check "We'll let the DJ decide".

We'll let the DJ decide Oldies 50's & 60's Motown 70's 80's 90's
 Top 40 Country Older Country Top 40 Adult Top 40 Rock Disco
 Dance Jazz Big Band / Swing Hip Hop Rap

Please list below all **MUST PLAY** songs for your reception. If you need more room, use the back page or additional paper. You do not need to rewrite the selections made on the previous page.

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Please list below all music or types of music you **DO NOT** want to hear at your reception.

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