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### ***Wedding Reception Agenda Planning Form***

This form is to be used for planning out the details of the reception. Please complete as much of this form as you can, take a photocopy for yourself, then fax it back to our office **approximately three weeks** before the wedding. Please print clearly and include all information that is applicable. Please complete all sections. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name

Groom's name

Mailing Address:

Bride phone: (evening) Groom's phone (evening)

(day phone) (day phone)

Bride's e mail: \_\_\_\_\_

Groom's e-mail: \_\_\_\_\_

Date of wedding reception: \_\_\_\_\_

**First guests** expected to **arrive** at the **reception** at what time?

**Bride and Groom** expected to arrive at the reception at what time?

Reception planned on ending at what time? \_\_\_\_\_

Location of Reception:

Directions:

Host/Hostess, Function Manager, or point of contact for the Reception:

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

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

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

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

Number of People Attending: Predominant Age Range:

General type of *Music* that you would like at the reception:  
Describe the type of *Atmosphere* that you would like at the reception:  
Bride's favorite radio station(s): Groom's favorite radio station(s):

[Tip: We ask about your favorite radio stations to get a basic feel for the types of music you each enjoy. Arthur will spend a lot of time getting a good sense of your music preferences. Something to keep in mind in the planning stage is trying to determine not only your preferences, but to also take into consideration the variety of music that will be most appropriate to ensure that all of your guests, family and friends will enjoy. As you come up with a list of some of your favorite songs and artists that you may like to hear during the reception, we encourage you to consider songs that are most conducive to getting people dancing (as opposed to songs that are great to listen to while just hanging out with friends). We recommend trying to actually picture the atmosphere that each song might create on the dance floor as you list some of your preferences. Arthur will be happy to be a resource to you in the planning stage to give other ideas and suggestions of music that might be conducive to facilitating a fun atmosphere on the dance floor. The decision is always ultimately yours. We simply want to provide as much feedback and suggested options to you as possible to make your reception into the best it can be!]

[Note: The reason we ask this question below is that we want to absolutely stay away from anything "cheesy." In fact, we do not EVER play the "Chicken Dance," "Macarena," "Hokey Pokey," etc. unless those are SPECIFIC requests of the Bride and Groom. Also, we do not ever use **props** unless, again, that is a specific request of the Bride and Groom. Arthur does not have to rely on silly songs or toys to get people involved on the dance floor. Please let us know YOUR preferences so we can cater the atmosphere to YOUR wishes.]

Tell us about things that you have seen at other receptions that you definitely DO NOT WANT at your reception (e.g., things you thought were too "cheesy," not in good taste, things that made you roll your eyes and say to yourself, "I don't EVER want something like that at MY reception!", etc.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preference for music playing as guests are arriving at the reception:  
\_ smooth jazz; \_ easy listening "sophisticated" jazz (This is our recommended format: Frank Sinatra, Ella Fitzgerald, Tony Bennett, combined with some jazz quartet standards, etc.); \_ soft vocals; \_ big band; \_ classical; other: \_\_\_\_\_

[Note: Arthur will then come out to gather the wedding party and anyone else that is going to be introduced. He will line everyone up, go over the names again, the order, the pronunciation, and give instructions as to where people should walk, where they should stand after entering, etc.]

Introduction music: We recommend and normally play a fun, up-tempo Big Band medley song for introductions. Is this what you would like, or is there another special song that you would rather us play while introducing the wedding party? \_ Big Band medley, or \_ other: We recommend then playing a high-energy song as the Bride and Groom enter as a way of getting all the guests standing, applauding, and starting off the reception on a high note. Do you have a preference for the music to be played for this or would you prefer to trust Arthur's judgment as to what might best fit the environment and atmosphere based on your preferences? \_\_\_\_\_

Please fill in the following information in the order that they are to be introduced and write the names **phonetically** (don't worry, nobody will check your spelling!). This is generally the order in which introductions are done but we can certainly re-order this to your wishes if you would like:

Parents of the **Bride**:

\_\_\_\_\_

Parents of the **Groom**:

\_\_\_\_\_

Grandparents:

\_\_\_\_\_

\_\_\_\_\_

Flower Girl(s):

Ring Bearer(s):

Groomsmen and Bridesmaids as they are to be coupled and as they are to be introduced. Also note any special designations that you would like us to announce as well, e.g., "Bridesmaid and Sister of the Bride..."

Bridesmaid:

and

Groomsman:

Bridesmaid:

and

Groomsman:

Bridesmaid:

and

Groomsman:

Bridesmaid:

and

Groomsman:

Bridesmaid:

and

Groomsman:

(If there are additional attendants, please check here and continue on the back or a separate sheet).  More on back

Best Man:

Maid/ Matron of Honor:

(Please circle one – Maid of Honor if she is single; Matron of Honor if she is married)

**Bride and Groom** to be introduced as: **“MR. And MRS.**

”

\_\_\_\_\_  
Bride and Groom referred to informally by friends and family as: Bride Groom:

[Tip: When introduced, we recommend having the Bride and Groom go directly into their first dance for several reasons: the guests' attentions are directed to the dance floor, it officially "opens" the dance floor for other guests who might want to dance during the meal, and it sets the tone from the very beginning that you want this to be a wonderful celebration. What is your preference?] Bride and Groom will:  go into their first dance;

go to form a receiving line;

be seated and have the first dance later (If so, when?)

Song for the Bride and Groom's first dance:

We would like to dance to the entire song by ourselves.

We would like to dance, by ourselves, to only part of the song then fade it out when appropriate.

We would like the wedding party to join us part way through the song.

We would like all the guests to join us part way through the song.

[Tip: We then recommend waiting on any other dances (for example, dances with the parents) until later. Too many of the "traditional" dances in a row tend to all blend together.]

If you are planning on having someone offer a "Welcome," immediately following the first dance is an ideal time to do this. Will a "Welcome" be offered?  Yes;  No. If Yes, by whom? \_\_\_\_\_

If you are planning on having someone offer a blessing before the food is served, we recommend having the blessing offered at this point. Will a "Blessing" be offered?  Yes;  No. If Yes, by whom? \_\_\_\_\_

Will food be served to the guests?  Yes;  No Format:  buffet;  plated meal;  hors d'oeuvres only;  food stations;  other: \_\_\_\_\_

Preference for dinner music:  smooth jazz;  easy listening "sophisticated" jazz (Frank Sinatra, Ella Fitzgerald, Tony Bennett, etc.);  soft vocals;  big band;  classical;  other: \_\_\_\_\_

[Tip: During the meal, we recommend that the Bride and Groom use that time to make any visits to tables of guests if

that is something you wish to do. We strongly recommend getting all of your obligatory "visits" done before we open up the dance floor after the meal. That way, you as the guests of honor can be visibly involved on the dance floor so that your guests will come up to join you. A recommended strategy for this is to have both of you greet an entire table of guests at a time (as opposed to trying to go around and greet each person at the table). Just simple mathematics would show that it would be unrealistic to try to have any meaningful and lengthy "visit" with each person -- there is simply not enough time to accomplish that in the given time frame that you will likely have for the reception.

Further, when we are trying to get people involved on the dance floor after the meal, it is going to be counter productive if you are still visiting tables because people might stay seated because they don't want to miss if you come back over to their table Talk to Arthur about some ideas he has for a strategy for accomplishing this as efficiently and effectively as possible.]

Love songs! This is a fun idea that we **highly recommend** to make the mealtime more enjoyable. Instead of the guests just clinking their glasses to have the bride and groom kiss, we announce that the tables of guests must sing a verse of a song that contains the word **"LOVE"** to have the Bride and Groom kiss! It creates **fun** conversations at the tables and is a great way to **involve** the guests in the celebration even while the dinner is going on. Is this something that you would like Arthur to include and help coordinate?  Yes;  No

Will the **centerpieces** be given away?  Yes;  No If yes, would you like Arthur to coordinate this?  Yes;  No

[Tip: if the centerpieces are going to be given away, we recommend doing this during the meal while everyone is still situated at their tables. If your preference is to simply have the centerpieces taken by guests remaining at the end, we can certainly help in making this announcement if you wish.]

Towards the tail end of the meal, we recommend having the toasts, followed by the cutting of the cake, followed by any dances with parents, telling "[Your Love Story](#)," and then opening up the dance floor for all the guests.

Will a toast (or toasts) be offered?  Yes;  No

If yes, by whom: \_\_\_\_\_

When will the toast(s) be offered \_\_\_\_\_

[Tip: We strongly suggest that we know exactly who will be expected to offer toasts before-hand so that we can make sure it doesn't turn into "open mic night"]

Will there be a champagne toast or will guests be toasting with their beverage of choice?  
 champagne served;  beverage of choice

Will there be a cake-cutting ceremony?  Yes;  No If yes, when?  immediately after the toasts;  later in the reception;  other: \_\_\_\_\_

What type of music would you like to be played during the cake-cutting? (check one)  
\_ Background music alone (e.g., smooth jazz or soft love song);  
\_ Other options: "Love & Marriage" by Frank Sinatra; "Wink And A Smile" by Harry Connick, Jr.; "L-O-V-E" by Nat King Cole; "When I'm Sixty-Four" by the Beatles; "How Sweet It Is To Be Loved By You" by James Taylor or Marvin Gaye; "Chapel of Love" by the Dixie Cups; "Sugar, Sugar" by the Archies; "Recipe of Love" by Harry Connick, Jr.;  
other \_\_\_\_\_

Will there be a Groom's Cake to cut as well? \_ Yes; \_ No  
If yes, continue with the same music above or is there a preference for different music you would like playing during this? \_ Same music as above; \_ Different  
song: \_\_\_\_\_

[Tip: We recommend going right from the cake-cutting to the dance floor for any other special dances or to simply open up the dance floor to all the guests.]

Will the **Bride** dance with her father or other appropriate individual? \_ Yes; \_ No  
If yes, to what song?

\_\_\_\_\_  
Name of person: Relation:

Will the **Groom** dance with his mother or other appropriate individual? \_ Yes; \_ No  
If yes, to what song?

\_\_\_\_\_  
Name of person: Relation:

[Tip: Many couples whether or not they should have a dance with the wedding party. This is entirely up to you but we have found that it is a "tradition" that does not seem to have as much significant meaning to many couples. Typically people in the wedding party are paired up by height, so having these people share a dance together is not necessarily meaningful. Many photographers tell me that they take these pictures but fewer and fewer couples decide to add these to their photo albums because there are many other more meaningful pictures of the wedding party in other pictures.

Please list any announcements that you would like us to make or special songs, by title and artist, that you would like to have played and for what occasion if applicable (e.g., birthdays; anniversaries; parents' wedding song; grandparents' wedding song; a special song for another newly married couple; etc.)

Are there any songs or types of music that you do NOT want played?

\_\_\_\_\_  
[Tip: The right lighting can make a tremendous difference in setting the tone for the reception. It allows us to spotlight the Bride and Groom for your first dance, creating wonderful warm lighting that sets a romantic tone, and combines this with creating just

the right balance of visual energy to enhance the dancing throughout the event. Plain and simple, lighting can greatly enhance the atmosphere --rather than just simply dimming the lights and dancing in the dark. Our recommended lighting package combines the effects that we have found to work best at enhancing -- not overpowering -- the elegant, romantic, sophisticated, and fun atmosphere that most couples are seeking.

Please indicate your preference for the **Lighting Package**:

- Wedding package [we generally recommend this for large weddings (e.g., over 150 people) and for those who are looking to make a big splash impression for their guests];
- Basic lighting (very basic setup with no additional effects).
- Would you like the "Theater Marquee" to greet your guests with a special message? \_ Yes; \_ No
- If yes, what message: \_\_\_\_\_
- Will the Bride and Groom be having a "**Dollar Dance**" (also known as an "Apron Dance," or "Honeymoon Dance")? \_ Yes; \_ No

[Tip: One of the special parts of the reception is having a dance in which the Bride and Groom are joined on the dance floor by all of the other **married couples**. We play a nice romantic slow song and throughout the song, calling off the number of years of marriage. When couples hear the number of years that they have been married, they are asked to stand to the edge of the floor. This ultimately leads to the last 2 couples being the Bride and Groom and then the longest married couple, enjoying the rest of the dance. It is wonderfully sentimental, is a great way to share the celebration of your marriage with other married couples whose marriages have provided a source of inspiration to you through the years. Some Brides and Grooms then present a small token to that couple as an acknowledgment, e.g., a bottle of wine, a rose to the lady, or in some cases, Brides choose to present their bouquet to the lady. It is handled with taste, with an air of sophistication, is always a highlight, and is something we highly recommend.]

Would you like this special dance for all of the **married couples**, and through the song determining the longest married couple? \_ Yes; \_ No

If yes, will the Bride and Groom be presenting anything to this longest married couple? \_\_\_\_\_

Is there a special song that you wish to be played during this song? \_ "Through The Years" by Kenny Rogers; \_ "Remember When" by Alan Jackson; \_ "Unforgettable" by Natalie Cole & Nat King Cole; \_ "I Cross My Heart" by George Strait; \_ "Because You Loved Me" by Celine Dion; \_ "When I Said I Do" by Clint Black; \_ other:

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Will the Bride be throwing her **bouquet**? \_ Yes; \_ No If yes, when:

Will there be a "throw bouquet" or will the bride throw her bouquet from the ceremony?  
\_ Separate "throw bouquet";  
\_ Bride's ceremony bouquet Where will the bouquet to be thrown be (so that Arthur can retrieve that at the appropriate time)? \_ At the cake table; \_ Will be provided to DJ by event staff

Will the Groom be throwing the **garter**? \_ Yes; \_ No If yes, when:

[Tip: The tradition usually calls for the man who catches the garter to put the garter on the lady who catches the bouquet. This can be a lot of fun if handled appropriately by the DJ and Master of Ceremonies. Many couples, however, fear that it could lead to an embarrassing moment if the lady who catches the bouquet is too shy, too young, etc. Arthur takes pride in being able to create a fun atmosphere but it is only fun if it is NOT done at the expense of someone. We want to do everything possible to create a fun atmosphere while never making anyone feel uncomfortable. The way we handled this is as follows: when the lady catches the bouquet, Arthur will ask for her to stand over to the side while we then find out who catches the garter. During that time, Arthur will approach the Bride and Groom (off the microphone) and get YOUR opinion as to whether or not it would be appropriate to go forward with this activity. If yes, then Arthur will approach it with fun, in good taste, and it will be a great moment to get the guests involved in a fun part of the reception. If you do NOT believe it would be appropriate to have the man put the garter on the lady, then we simply pose you with them for a picture then transition right back to the dancing. Arthur always, ALWAYS tries to use discretion and good judgment to set the atmosphere that YOU wish for your reception.]

Man who catches the garter to put the garter on the leg of the woman who catches the bouquet? \_ Yes; \_ No

Song for the Bride and Groom's **last dance**:

- \_ We would like to dance our last dance by ourselves:
- \_ We would like to have everyone join us on the floor for the "last dance."

Our recommended method for the last dance is to have the guests stand in a circle around the dance floor, with the Bride and Groom dancing in the middle. Then, when that song is completed, have the couple go around to say a quick farewell and 'thank you' to the guests while we play another song. If your preference is that you want everybody to join in WITH you on the last dance, that is a great way to end the party too! We still recommend giving your guests the opportunity to say their farewells to you in this type of organized manner, with you going around the circle to say goodbye AFTER you have all enjoyed one last dance together. Please check your preference:

- \_ Bride and Groom to go around the circle after their last dance to say a quick farewell to each guest
- \_ After going around the circle to say farewell, guests to form a "tunnel" for the Bride and Groom to walk under on their way out

No special last dance for the Bride and Groom – just end the reception with one last song for everyone.

As you go around the circle to say good-bye, is there a special song that you would like to have played? Here are some ideas:

- “Is This Love” by Bob Marley;
- “That’s What Friends are For” by Dionne Warwick;
- “Friends” by Michael W. Smith;
- “You’ve Got A Friend” by James Taylor;
- “Georgia on My Mind” by Ray Charles;
- “Stay” by Jackson Browne;
- “Hit The Road Jack” by Ray Charles;
- “Happy Trails” by Roy Rogers (or Van Halen);
- “I Will Be Your Friend” by Amy Grant;
- “Circle Of Friends” by Point of Grace;
- “This Will Be (an Everlasting Love)” by Natalie Cole;
- “Kind and Generous” by Natalie Merchant (“I want to thank you, thank you...”);
- “Jamaican Farewell” by Jimmy Buffett;
- other: \_\_\_\_\_

When the bride and groom depart, will there be  bubbles,  sparklers,  flower petals,  birdseed,  other \_\_\_\_\_;  None ?

Will the Bride and Groom be honeymooning?  Yes;  No If yes, where?

## **Agenda**

It is our goal to make sure that we have a full understanding of how we best cater our services to what you would like at your reception. Therefore, we would like to have you write out the scheduled agenda of what is going to be happening and in the specific order. This way, by planning and going over all the details ahead of time, you can relax and enjoy yourselves at the reception, knowing that we will have it all under control. We will coordinate this information with the function manager, photographer, videographer, etc. to make sure that everything flows smoothly.

Possible events – what things might you want to consider when sketching out the agenda below? Our recommended structure is:

Bride and Groom finish taking pictures while guests arrive at the reception;  
Cocktail hour;  
Introduction of parents, wedding party, the bride and groom;  
First dance of bride and groom  
Welcome;  
Blessing;  
Service of food;  
Guests singing "Love songs" to get the bride and groom to kiss during the dining time;  
Bride and groom greet guests by visiting tables;  
Toasts;  
Cutting the cake;  
Dances with parents (bride with father, groom with mother);  
Telling of "Your Love Story";  
Open up dance floor for all guests;  
Dance with married couples to determine longest married couple;  
More general dancing;  
Dollar dance (if you choose to incorporate this, it is best done now);  
More general dancing;  
Tossing of bouquet/ removal of garter;  
More general dancing;  
Guests participating in Karaoke (if you choose to incorporate this, it is best done well into the reception);  
Dancing, dancing, and more dancing!  
Bride and groom's last dance (either alone or with all guests);  
Closing circle to allow bride and groom to go around and say a quick goodbye to each of the guests;  
Inviting guests to make a tunnel/pathway through which the bride and groom will exit as you head off as newlyweds!

This is a general structure of what we would recommend. Please sketch out below your preferences and elements that you wish to include. Arthur will then go through the details with you to ensure that he will be able to effectively carry out your wishes as your Master of Ceremonies. Have fun with the plans!

**Events to Take Place The ORDER in which these events will take place**

If the **wedding ceremony** will be held in the same location as the reception and you will need the disc jockey to provide music, microphones, etc.,

If there are any other instructions or special announcements (e.g., birthdays, anniversaries, etc.) to be made, please note the details on this page. Finally and most importantly, ***have FUN together*** planning your special day! We are honored to be part of it and will do everything possible to make sure that you, your friends, and family have a wonderful time!

**Bride and Groom's future address:**

Phone: