

Reception Planning Sheet



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CELEBRATIONS ENTERTAINMENT HAS TWO GOALS:

- 1.To make sure that everything at your event runs smoothly and according to your plans.
- 2.To make sure that you and your guests have a great time.

Filling out this reception planning sheet will help us meet these goals.

PLEASE COMPLETE AND RETURN THIS FORM TO US AT LEAST 30 DAYS PRIOR TO YOUR EVENT

GENERAL INFORMATION

(Please Print)

Bride's Name _____ **Work Phone #** _____

Home Phone # _____

Groom's Name _____ **Work Phone #** _____

Home Phone # _____

Best Man's Name _____

Reception Address/Directions _____

Your Email address: _____ **Emergency contact #:** _____

Please circle the DJ personality you prefer: **Outgoing** **Moderate** **Other/** explain: _____

SET-UP TIME

Your DJ would like to begin setting up at least an (*Hour and a Half*) prior to the start of your reception.

Please have at least an 8x5 space designated for and where you would like the DJ to perform.

If early set-up is required please indicate on this line _____

Starting time of reception _____ **Ending time of reception** _____

What time will guests begin arriving _____ **What time would you like music to start** _____

The following is a list of items that may take place at your reception. Please check the items you desire to be announced at your reception.

Receiving Line _____ Dinner/Buffer _____ Cake Cutting _____ Best Man Toast to Bride/Groom _____

Bouquet Toss _____ Garter Toss _____ Other _____

Bride & Groom Dance (What song would you like played) Artist _____ Title _____

Other comments you may have: _____

Father & Bride Dance: Artist _____ Title _____

Mother/Groom Dance: Artist _____ Title _____

Wedding Party Dance: Artist _____ Title _____

(Please indicate on lines above if you would like the DJ to choose the song or song's for you. Write your style preference in the title space. Put an X if you do not want that dance at your reception.)

Would you like the DJ to introduce the Bride and Groom when they arrive? _____

MUSIC VARIETY

Please check the music styles you desire:

_____ Complete Variety	_____ 70's	_____ Alternative	_____ Waltzes
_____ Top 40	_____ 60's	_____ Country	_____ Rap
_____ 90's	_____ 50's	_____ Contemporary Country	_____ Contemporary Christian
_____ 80's	_____ R&B		

Please indicate below any special song request and when you would like your DJ to play it/them.
(If the song/songs you have requested are not in our CD library we will try to locate and provide it/them for you)

Would you like to have **Karaoke** available at your reception for an additional fee of **\$25**? Yes _____ No _____

AUDIENCE PARTICIPATION DANCES

Your *Celebrations Entertainment DJ* would like to help your guests become part of your celebration through the use of special audience participation songs. *Please circle* the special songs you would like performed at your event.

Macarena -- Chicken Dance – Cotton Eyed Joe – YMCA – Electric Slide – Bunny Hop – Country
Line Dances (indicate specific Song and dance style below) - Slow Ladies Choice – Hokey Pokey
Others you may have seen but are not listed (games, etc.) _____

*Your **Celebrations Entertainment DJ** will only use the Audience Participation Dances necessary to keep your event lively. Any Songs that are not marked may be used unless you choose not to have any Participation Songs performed at your event. In this case please check the indicated space below. Please list any other comments you may have concerning these dances:* _____

_____ I **Do Not** wish to have any of the Participation Dances performed at my event.

If dinner will be served at your event, will your Dj be served or should he make prior eating arrangements?

_____.

HOW DID YOU HERE ABOUT CELEBRATIONS? _____

SPECIAL EFFECTS

Would you like any of the following effects to be used at your event? **NO EXTRA CHARGE** (CHECK BELOW)

_____ Special Lighting Effects (Disco Ball, DJ scans, Colored Spot Lights, Rotating spinner lights, Police Lights etc.)

_____ Fog Machine

_____ **No Effects Please!**

_____ Moderate lighting only. (2- Multi-Colored moonflower lights)

(Special Effects will only be effective and used at night or indoor events)

THANKS AGAIN FOR BOOKING CELEBRATIONS ENTERTAINMENT!

Please return this Reception Planning Sheet at Least 30 days prior to your event.