



Wedding Reception Checklist

Date of Event: _____ Time Start: _____ Time End: _____.

Location: _____.

Event Coordinator: _____

Indoors _____ Outdoors _____ Approx # of guests: _____.

Time access can be had of the location for equipment set-up?

Time DJ has to have broken down equipment and be out of the event venue?

Bride: _____ age _____

Groom: _____ age _____

Bride's Address: _____.

Groom's Address: _____.

Bride's Cell#: _____

Groom's Cell#: _____.

Bride's Work#: _____

Groom's Work#: _____

Future Address:

Bride's Parents: _____

Groom's Parents: _____

Marital Status: _____

Marital Status: _____

Maid of Honor: _____

Best Man: _____.

Master/Mistress of Ceremonies: _____

Photographer _____ Ph _____

Videographer _____ Ph _____

Reception Checklist:

How is the Bridal Party arriving to the reception venue? (ie) Limo / Bus / Cars / Other –

What time will the guests arrive to the reception venue?

Will drinks and/or appetizers be served prior to dinner?

Will Cocktail Hour be held in a separate room beside the dinner hall?

Type of music to be played during Cocktail Hour?

What time will introductions start?

Bridal Party Introduction: Song? Artist?

Will there be a separate intro song for the bride and groom?

If so, Song? Artist?

If you would like the wedding party introduced, please fill all areas that apply

Bride's Parents:

Groom's Parents:

Usher 1:

Usher 2:

Flower Girl:

Ringbearer:

Bridesmaid:

Groomsman:

Bridesmaid:

Groomsman:

Bridesmaid:

Groomsman:

Bridesmaid:

Groomsman:

Bridesmaid:

Groomsman:

Bridesmaid:

Groomsman:

Maid / Matron of Honor:

Best Man:

The way you'd like the wedding couple to be introduced: (i.e. Mr. & Mrs. John Doe, John and Jane Doe, etc.) i.e. – *Ladies and Gentlemen, it is my distinct honor and pleasure to introduce the bride and groom...lets have a big round of applause for Bride ?? and Groom??*

Is the cake going to be cut directly (After the Introduction) or (After dinner)?

Does the cake have to be cut and served by the caterer?

Will there be a separate Welcome? Yes / No If so....by who?

Will there be toasts? Yes / No

Toaster 1:

Toaster 2:

Toaster 3:

Toaster 4:

Will there be a champagne with the toast? Yes / No

If **YES** - does the (whole room get served) or (just the head table)?

Who will be responsible for pouring the champagne?

Assuming there will be a prayer spoken - who will say the Prayer?

What time is dinner expected to start?

Note: Typically a 15 minute window for the caterer

Please indicate dinner style: **(Plated)** **(Buffet)** **(Family Style)** **(Food Stations)** **(None)**

If buffet, will salads be plated and served separate? Yes / No

NOTE - *If dinner is to be buffet style, please make sure to have the food vendor excuse tables*

Guests will likely clink their glasses for the bride and groom to kiss...here are suggested options:
Please make it stop in any way possible...

1. Allow guests to clink glasses throughout evening (*this is the most common*)
2. Copy Cat Kissing game
3. Guest book kissing game
4. Sing for a Smooch
5. Trivia questions for a kiss (*very popular for guest interaction*)

Dancing and Events:

1. Bride/Groom first dance? Yes / No Song: Artist:

2. Father/Bride dance? Yes / No Song: Artist:

3. Mother/Groom dance? Yes / No Song: Artist:

Option – Mother/Son dance can combine with the Father/Daughter dance

4. Wedding Party dance? Yes / No Song: Artist:

5. Garter Throw? Yes / No Song: Artist:

6. Bouquet toss? Yes / No Song: Artist:

7. Garter replacement routine? Yes / No

8. Anniversary Dance? Yes / No Dollar Dance? Yes / No

9. Honeymoon location?

10. Any coinciding birthdays or anniversaries?

Type of Cocktail Hour music?

Type of Dinner music?

Requested songs for the reception, other than special dances:

Songs the DJ should avoid:

Note – *The DJ always attempts to play radio edited songs, however, even those that claim to be radio edited can present questionable lyrics.*