

# C Sharp Mobile Entertainment

## Wedding Reception Planning Schedule

Bride's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Bride's Address: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Groom's Address: \_\_\_\_\_

Alternate Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date and Time of Reception: \_\_\_\_\_

Name of Venue: \_\_\_\_\_

Address of Venue: \_\_\_\_\_

Venue Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

### Venue Information: (check all that apply)

Indoor (restaurant, banquet hall, etc..)  Outdoor (overhead cover required)

First Floor Set-Up  Second Floor Set-Up  Basement Set-Up

Approximate Number of Stairs to Set-Up Location \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_ Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Guests Arrival Time: \_\_\_\_\_

DJ Start Time: \_\_\_\_\_ am/pm DJ Finish Time: \_\_\_\_\_ am/pm

DJ Attire: Formal (Suit/Tie) \_\_\_\_\_ Casual (Dress Pants/Polo Shirt) \_\_\_\_\_

## Wedding Party Introductions:

Bride/Groom/Wedding Party Arrival Time: \_\_\_\_\_ (estimated)

Introduce Parents with Bridal Party or  
Once Seated: \_\_\_\_\_

Parents of Bride: \_\_\_\_\_  
\_\_\_\_\_

Parents of Groom: \_\_\_\_\_  
\_\_\_\_\_

Desired Music For Introductions: \_\_\_\_\_

Bridesmaids  
(in order of announcing)

Groomsmen

_____	escorted by _____
_____	escorted by _____
_____	escorted by _____
_____	escorted by _____
_____	escorted by _____
_____	escorted by _____
_____	escorted by _____
_____	escorted by _____

Flower Girls: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Maid/Maitron of Honor: \_\_\_\_\_ escorted by:

Best Man: \_\_\_\_\_

Desired Music For Bride and Groom Introduction: \_\_\_\_\_

Bride/Groom to be introduced as: \_\_\_\_\_

What type of meal will be served: Sit Down: \_\_\_\_\_ Buffet: \_\_\_\_\_

If Buffet-Style will DJ need to release tables? Yes: \_\_\_ No: \_\_\_

If so, how would you like them released? \_\_\_\_\_

## **Special Events and Music Requests:**

**\*Please Note: The following events are typical reception events, listed in order in which they traditionally occur. Please choose "YES" or "NO" where applicable. Also, if you would prefer a different order, please number the events accordingly.**

\_\_\_ **First Dance: Song Title:** \_\_\_\_\_

**Artist:** \_\_\_\_\_

**Wedding Party Join In Half Way Through Song? YES or NO**

**If No, is there a separate song for the Wedding Party? YES or NO**

**Title:** \_\_\_\_\_

**Artist:** \_\_\_\_\_

\_\_\_ **Bride and Groom To Give Welcoming Words To Guests? YES or NO**

\_\_\_ **Toast: YES or NO If yes, given by:** \_\_\_\_\_

\_\_\_ **Blessing: YES or NO If yes, given by:** \_\_\_\_\_

**Music During Dinner: EASY JAZZ, SLOW POP, CLASSICS, COMBINATION or Other:** \_\_\_\_\_

**Specific Dinner Music requests:** \_\_\_\_\_

\_\_\_ **Centerpiece Giveaway: YES or NO**

\_\_\_ **Cake Cutting: YES or NO**

**If Yes, Song Title/Artist** \_\_\_\_\_

\_\_\_ **Father/Daughter Dance: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

\_\_\_ **Mother/Groom Dance: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

\_\_\_ **Anniversary/Elimination Dance: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

\_\_\_ **Other Special Dedication Dance: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

## **Special Events and Music Requests Continued:**

**Bouquet Toss: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

**Garter Removal: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

**Garter Toss: YES or NO**

**If Yes, Song Title/Artist:** \_\_\_\_\_

**Dollar Dance: YES or NO**

**If Yes, What type of music? SLOW FAST POLKA OTHER**

**Specific Music Requested for this:** \_\_\_\_\_

\_\_\_\_\_

**"DJ SAYS", SNOWBALL or other music games for crowd participation:**  
**YES or NO**

**Bride/Groom Last Dance:**

**Song Title/Artist:** \_\_\_\_\_

**Styles of Open Dance Music Requested:**

**Oldies**  **Pop/Current Hits**  **Rock**  **R&B**  **Hip Hop**  **Country**

**Disco**  **Big Band/Swing**  **Other:** \_\_\_\_\_

**Group Dances Requested:**

**Electric Slide**  **Cha Cha Slide**  **Macarena**  **Twist**  **Chicken Dance**

**Hokie Pokie**  **Limbo**  **YMCA**  **Cotton Eye Joe**  **Conga Dance**

**Cupid Shuffle**  **Other:** \_\_\_\_\_

**Please Play: (you can attach a list if not sufficient amount of room)**

**Song Title/Artist:**

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**Please Don't Play:**

**Song Title/Artist:**

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**C Sharp Mobile Entertainment** will make every effort to play as many of your requests as possible, but can not guarantee that every song will be played. Additionally, please allow for flexibility with the DJ. A memorable reception relies heavily on playing the right song at the right time.

**Requests Taken At Reception: YES or NO**

**How did you hear about C Sharp Mobile Entertainment:**\_\_\_\_\_

**PLEASE BRING THIS PLANNER WITH YOU TO YOUR PRE-EVENT CONSULTATION. YOUR DJ WILL CONTACT YOU PRIOR TO THE EVENT TO SET UP A TIME AT YOUR CONVENIENCE TO DISCUSS THIS INFORMATION.**

**\* Would you give us a written statement or feedback about your event with us?**

**YES or NO**

**\* If we take pictures at your event will you allow us to put them on our website?**

**YES or NO**

Thank You in advance,

**C Sharp Mobile Entertainment**

