

4 Seasons Entertainment

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Wedding Reception Planner

Contact Information

Brides Name:

Grooms Name:

Phone/Email:

Phone/Email:

Wedding Date:

Start Time:

End Time:

Order Of Events

Order	Time	Event
		Wedding Ceremony (is music required?)
		Cocktail Hour (is music required?)
		Reception Start
		Grand Entrance
		First Dance (<i>Etiquette dictates that the dance floor is not open until the bride and groom have their first dance</i>)
		Wedding Party Dance (<i>can be combined with first dance</i>)
		Grace / Blessing
		Toast
		Meal Starts
		Father/Daughter Dance (<i>can be combined with Mother/Son Dance</i>)
		Mother/Son Dance (<i>can be combined with Father Daughter Dance</i>)
		Cake Cutting
		Opening Dance (Usually Slower Songs)
		End of Meal / Music and Dance Program
		Garter / Bouquet (<i>best to have within one hour of start of music</i>)
		Open Dancing
		Last Dance

Location Information

Name/address of establishment: _____

Contact Name: _____ Phone: _____

Primary Room name/location: _____ Floor: _____

Do we have to provide music in other room(s) at any time (such as for cocktail hour?)

If, so, What, Where and When?: _____

Directions to reception (use additional sheets if necessary): _____

General Information

Number of Guests: _____ Adults: _____ Children: _____

Number of Courses to be served (including dessert): _____

Is there "dead air time" during which we shouldn't play? _____ When? _____

Tuxedos are the normal style of dress for MC's and DJ's. Will this be appropriate for your wedding?

Contact Information For Other Party Professionals

Please give business name, contact name, phone and fax for each of the following.

Wedding Coordinator: _____

Caterer: _____

Photographer: _____

Videographer: _____

Cocktail Hour

Is Cocktail Hour in the same room as main reception? _____

If not, what room is it in? _____

Music for Cocktail Hour (suggested genres are soft jazz, soft show tunes or slow rock): _____

RECEPTION

Music to start with (Soft music recommended): _____

GRAND ENTRANCE

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use additional sheets if necessary. If you want, interesting tidbits of information about relationships to you can be announced - if so, please write details below each person's name.*

Name

How to Introduce

Parents of Bride: _____

Parents of Groom: _____

Grand Parents of Bride: _____

Grand Parents of Groom: _____

Usher and Bridesmaid: _____

Usher and Bridesmaid: _____

Usher and Bridesmaid: _____

Usher and Bridesmaid: _____

Usher and Bridesmaid: _____

Usher and Bridesmaid: _____

Flower Girl: _____

Ring Bearer: _____

Special Guests: _____

Best Man: _____

Maid/Matron of Honor: _____

Bride and Groom: _____

How would you like us to announce the bride and groom? John and Jane Doe? Mr. and Mrs.?

Special Requests (*use additional sheets if necessary*):

First Dance

First Dance: Song _____ Artist _____

I recommend having the first dance as soon as possible. Your options would be to go directly into your first dance on announcement into the room. Another option would be to have your first dance within five to ten minutes of the toasts.

The bride and groom do have the option of inviting their parents and wedding party to join them in their first dance. The bride and groom would be announced onto the floor. At some time during the song, the rest of the wedding party could be announced onto the floor and they would join the bride and groom. This option is dependant on the song chosen. Older songs are usually 2 to 2 1/2 minutes in length. Newer songs are up to four minutes long. Would you like to be joined on the dance floor? By whom?

Blessing

It is customary to offer a blessing before the meal. If done, the blessing is done before the toast. The blessing can be offered by a member of the clergy (if present), a family member or the DJ. Would you like a blessing to be offered? By Whom?

Blessing By: _____

In Jewish weddings as well as at other ethnic weddings, there is a ceremony offered where the fathers break bread and offer a blessing. Will this be happening?

Toast

The best man traditionally offers a toast to the bride and groom. At this time the guests will be asked to stand, the bride and groom will be asked to take their seats and the Best Man will be called to offer a toast. Following the best man the Maid/Matron of Honor might also like to offer a toast.

Toasts Offered By: _____

Meal

For buffets, we might assist in calling up tables. The cake cutting will be performed within 15 minutes of the meal, usually followed by parents dances and then the floor will open for dancing (usually slow music). At the end of the meal, we might call out the wedding to start the dancing. Would you like us to call out the wedding party? any particular song?

Dancing

How do you want to start off the general dancing after the meal? The wedding party can be announced onto the floor to a song of your choice. Line dancing could be used. We are family, and call all of the family members. Or a nice slow dance, to get everyone out onto the dance floor then follow this song with one which is must faster

Special Event Music Suggestions**Cake Cutting**

Bride Cuts the Cake
 When I'm 64 (Beatles)
 How Sweet It Is to Be Loved By You
 Eat It
 Jeopardy Theme
 Circle Of Life (Elton John)

It Had To Be You (Harry Connick Jr)
 Our House (Crosby, Stills & Nash)
 St. Elmo's Fire (John Parr)
 Sugar Sugar (The Archie's)
 Cut the Cake or Pick Up The pieces
 Cuts Like a Knife (Bryan White)

Bouquet and Garter**Bouquet Toss**

Girls Just Wanna Have Fun (Cyndi Lauper)
 Pretty Woman (Roy Orbison)
 Girls, Girls, Girls (Montley Crue)

Groom Removes Garter

Theme From Mission Impossible
 Legs (ZZ Top)
 The Stripper (David Rose)

Invite Men Out and Garter Toss

Peter Gunn (Duanne Eddy)
 Theme From Rocky (Rocky Orchestra)

Garter on Bouquet Catchers Leg

Them From Mission Impossible
 Oh Yeah (Yello, From Ferris Bueller's Day Off)

Father Daughter and Mother Son Dances**Father/Daughter Dance**

Daddy's Little Girl (Al Martino)
 Butterfly Kisses
 Turn Around (Harry Belafonte)
 Inforgettable (Dinah Washington/Natile Cole)
 Through The Years (Kenny Rogers)

Mother/Son Dance

A Song For My Son (Mikki Viereck)
 Stand By Me (Ben E. King)
 Wind Beneath My Wings (Bette Midler)
 Always and Forever (Luther Vandross)
 You've Got a Friend (James Taylor)
 That's What Friends Are For (Wedding Party)

Wedding Party Introduction**Wedding Party**

Theme From 2001 A Space Odyssey
 Those Wedding Bells (Four Aces)
 Rock and Roll (Part 2)
 Love Song (St. Elmo's Fire)
 Chapel Of Love (Dixie Chicks)
 America (Neil Diamond)
 Party Time (Gloria Estefan)
 Havana (Kenny G)

Bride and Groom Entrance

Hey Look Me Over (Rick Acocella)
 Tonight Show Theme
 Peter Gunn
 Star Trek (Original Series, Theme)
 20th Century Fox Fanfiare (or Drum roll)
 Olympic Theme (Traditional)
 Here Comes the Bride (disco)
 Twilight Zone (2 Unlimited)