

# Dream Castle Entertainment

## WEDDING RECEPTION PLANNER

Thank you for sharing your Wedding Day with Dream Castle Entertainment! This planner is designed to help us make sure your experience is exactly what you want. There are SO many options that it is impossible to list them all here. This is intended to be your guide, listing the most traditional activities. EVERYTHING is optional and we will try to make any customization possible. Part of keeping your guests happy is to create an agenda that keeps the evening flowing. An agenda does not have to be timed out to the minute, but it does need to serve as a basic outline for managing reception activities. The excitement of the evening can even cause the Bride and Groom to forget an important activity they wanted to include. Now, let's get started!

### BRIDE & GROOM'S INFORMATION

Bride's Name	Groom's Name		
Bride's Phone Number	Groom's Phone Number		
Address	City	State	Zipcode

### GENERAL INFORMATION

Date	Address	
Time	City	
Location	State	Zipcode

### DJ INFORMATION

What time can the DJ set up? \_\_\_\_\_ am / pm

What time must the DJ be out? \_\_\_\_\_ am / pm

Will the DJ's Meal be provided?	Yes / No	Yes / No	Yes / No
	Food	Drink	Alcohol

Request DJ Attire:

Formal (Tux)	Semi Formal (Shirt & Tie)	Business Casual (Polo & Slacks)	Casual (Jeans & Btn-down)
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### PREFERRED DJ BEHAVIOR

Behavior	Do It	Don't Do It	Comments
Encourage guests to participate			
Joke/Laugh/Talk during open dance			
Be humorous when announcing events			
Be serious/professional when announcing events			
Take music requests			

# CEREMONY

We offer up to 4 Handheld or Lavalier Microphones, this allows your guest to be able to hear you over the PA system that we play the music through. Who needs Microphones?

Marriage officiant                      Bride                      Groom                      Other: \_\_\_\_\_

# COCKTAIL & RECEPTION

\_\_\_\_\_ am / pm **Guests Arrive** -                      What time are your guests arriving at the reception?

\_\_\_\_\_ am / pm **Music Begins** -                      What time do you want us to begin playing music?  
Generally, it's when the guests arrive to the reception.

What type of music would you prefer?

Cocktails:

Classical (Bach, Vivaldi, etc.)	Jazz (Brubeck, Basie)	Traditional (Sinatra, Martin, etc.)	New Age (Yanni, Enya)	Classic Soft Rock (Billy Joel, Elton John, etc.)	Contemporary Soft Rock (Jack Johnson, Jason Mraz, Colbia Caillat)
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Dinner:

Classical (Bach, Vivaldi, etc.)	Jazz (Brubeck, Basie)	Traditional (Sinatra, Martin, etc.)	New Age (Yanni, Enya)	Classic Soft Rock (Billy Joel, Elton John, etc.)	Contemporary Soft Rock (Jack Johnson, Jason Mraz, Colbia Caillat)
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If nothing in particular is requested, the traditional dinner music will be played.

# AGENDA

\_\_\_\_\_ am / pm **Bride and Groom Arrive** - What time do you plan on arriving at the reception?

\_\_\_\_\_ am / pm **Welcome Announcement** - Generally, the Father of the Bride or Groom will say a few short words of welcome. This is also a great time to mention things like disposable cameras on the tables, signing the guest book, etc.

\_\_\_\_\_ am / pm **Toast** - The Best Man's toast is traditionally done before dinner. Please let us know if anybody else plans on doing a toast, like the Maid/Matron of Honor, Bridesmaid or Groomsman, etc. The Best Man's toast is always last.

Name: \_\_\_\_\_

\_\_\_\_\_ am / pm **Blessing** - The Blessing is traditionally done immediately after the toasts and before dinner.

Name: \_\_\_\_\_

\_\_\_\_\_ am / pm **Dinner** - What time are the caterers planning to have dinner ready?

Dinner Style:    Served                      Buffet                      Other: \_\_\_\_\_

\_\_\_\_\_ am / pm **Cake Cutting** - What time would you prefer to cut the cake?

Some couples cut it right after they are introduced, while some wait until right before the traditional dances.

Song to Play (Title & Artist): \_\_\_\_\_

\_\_\_\_\_ am / pm **Traditional Dances** - Generally, these dances are after your guests have finished eating. Please mark the dances you would like to include, along with the song information.

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First Dance (Title & Artist)

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Bride & Father

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Groom & Mother

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Parents Dance (The Wedding Couple Together and Both Sets of Parents)

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Wedding Party (All the members of the Wedding Party)

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Married Couples (All the married couples take the Dance Floor)

\_\_\_\_\_ am / pm **Bouquet and Garter Toss** - Generally, if a couple chooses to throw the bouquet and/or the garter, they wait about 30 minutes after the last Traditional Dance.

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Bouquet Toss (Title & Artist)

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Garter Removal (Examples: I'm Too Sexy, The Striper, Wild Thing, Macho Man, Let's Get It On)

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Garter Toss

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Garter Placement

\_\_\_\_\_ am / pm **Money Dance** - We will play the appropriate music needed, unless there is something specific you would prefer to be played. Generally, this takes place about 30 minutes after the last Traditional Dance.

Interactive Dances/Songs - Please choose what dances/songs you would like played during your reception.

Cha Cha Slide	Cupid Shuffle	Cotton Eye Joe	Macarena
Y.M.C.A (Village People)	Chicken Dance	Hustle (Van McCoy)	Sweet Caroline/Neil Diamond
The Jitterbug	Electric Slide	Shout/Otis Day	Party Train/Gap Band
Twist/Chubby Checker	Twist & Shout/Beatles	Boot Scootin' Boogie	Bunny Hop

\_\_\_\_\_ am / pm **Closing Announcements** - Is there any announcements you would like made? (i.e. Special Thanks, Birthdays, Anniversaries, Centerpieces, Closing, etc.)

\_\_\_\_\_ am / pm **Music Ends** - What time would you like the music to stop? Generally, it's the end of the night.

Is there a last song you'd like played? (Title & Artist) \_\_\_\_\_

## ***Introduction of the Family***

Please include both the correct spelling and phonetic spelling (if needed).

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Bride's Maternal Grandparents

(example: Mr. and Mrs. John Doe **OR** List Full Names.)

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Introduction Song

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Bride's Paternal Grandparents

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Introduction Song

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Groom's Maternal Grandparents

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Introduction Song

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Groom's Paternal Grandparents

---

Introduction Song

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Bride's Parents

---

Introduction Song

---

Groom's Parents

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Introduction Song

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Other Family Member(s)

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Introduction Song(s)

## ***Introduction of the Wedding Party***

Please include both the correct spelling and phonetic spelling (if needed).

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Flower Girl /

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Ring Bearer

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Introduction Song

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Junior Bridesmaids

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Junior Ushers

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Introduction Songs

## ***Introduction of the Wedding Party (cont.)***

Please include both the correct spelling and phonetic spelling (if needed).

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Bridesmaids

Groomsman

Introduction Songs

\_\_\_\_\_

Maid/Matron of Honor

\_\_\_\_\_

Best Man

\_\_\_\_\_

Introduction Song

### **Introduction of the Bride and Groom** – How do you want to be announced?

Examples: “Ladies and Gentleman for the First Time... Mr. and Mrs. John Doe!”  
“Ladies and Gentleman the New...Mr. and Mrs. John Doe!”  
“And Now...Presenting...for the First Time...Mr. and Mrs. John Doe!”  
“The New Mr. and Mrs. (His First Name) (Her First Name) Last Name!”

\_\_\_\_\_

Introduction Song (Title & Artist)



