

# TUNES BY T WEDDING RECEPTION PLANNER

NAME OF BRIDE: \_\_\_\_\_ NAME OF GROOM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

EMERGENCY/DAY OF EVENT CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

AGE OF BRIDE: \_\_\_\_\_ AGE OF GROOM: \_\_\_\_\_ AGE RANGE OF GUESTS: \_\_\_\_\_

WEDDING CEREMONY DATE: \_\_\_\_\_ LOCATION: \_\_\_\_\_ TIME: \_\_\_\_\_

WEDDING RECEPTION DATE: \_\_\_\_\_ ESTIMATED # OF GUESTS: \_\_\_\_\_

RECEPTION HALL: \_\_\_\_\_ PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

HALL ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

TIME HALL IS AVAILABLE FOR SET UP: \_\_\_\_\_ GUEST ARRIVAL TIME: \_\_\_\_\_

MUSIC STARTING TIME: \_\_\_\_\_ MUSIC ENDING TIME: \_\_\_\_\_

**COLOR SCHEME:** HALL \_\_\_\_\_ BRIDESMAIDS DRESSES: \_\_\_\_\_

HOW WOULD YOU LIKE YOUR DJ ATTIRED? TUX \_\_\_\_\_ SEMI-FORMAL \_\_\_\_\_ SNAPPY CASUAL \_\_\_\_\_ OTHER \_\_\_\_\_

WHAT TYPE OF **ATMOSPHERE** WOULD YOU LIKE TO CONVEY AT YOUR RECEPTION? (YOU MAY CHOOSE A COMBINATION OF SETTINGS)

\_\_\_\_\_ FORMAL, ELEGANT, CLASSY

\_\_\_\_\_ VERY NICE, SOMEWHAT FORMAL, BUT STILL WANT EVERYONE TO BE ABLE TO BE THEMSELVES AND HAVE FUN

\_\_\_\_\_ MORE LAID BACK, NOTHING TOO FANCY OR STRUCTURED, WANT EVERYONE TO HAVE A GOOD TIME

\_\_\_\_\_ VERY UNSTRUCTURED, JUST WANT TO LET LOOSE AND HAVE A GOOD TIME

WHAT **STYLE OF DJ** WOULD YOU PREFER? (YOU MAY CHOOSE A COMBINATION OF STYLES)

\_\_\_\_\_ NO TALKING, JUST PLAY MUSIC

\_\_\_\_\_ SOME TALKING, BUT ONLY WHEN NECESSARY. MINIMAL INTERACTION

\_\_\_\_\_ FUN, OUTGOING, BUT NOT STEALING THE SHOW. TALK TO GET PEOPLE INVOLVED

\_\_\_\_\_ OUTGOING, LIFE OF THE PARTY, VERY INTERACTIVE. TALK AND LEAD DANCES IF NECESSARY

NAME OF CATERER: \_\_\_\_\_ NAME OF COORDINATOR/HOSTESS: \_\_\_\_\_

NAME OF PHOTOGRAPHER + THEIR END TIME: \_\_\_\_\_ NAME OF VIDEOGRAPHER: \_\_\_\_\_

NAME OF PHOTO BOOTH REPRESENTATIVE: \_\_\_\_\_ TIME OF BOOTH AVAILABILITY : \_\_\_\_\_

## ORDER OF EVENTS (PLEASE NUMBER CHRONOLOGICALLY ALL THAT PERTAIN AND ESTIMATED TIME)

\_\_\_\_\_ GUEST ARRIVAL - TIME: \_\_\_\_\_

\_\_\_\_\_ BRIDE & GROOM FIRST DANCE - TIME: \_\_\_\_\_

\_\_\_\_\_ COCKTAILS/SOCIALIZING - TIME: \_\_\_\_\_

\_\_\_\_\_ DADDY/DAUGHTER DANCE - TIME: \_\_\_\_\_

\_\_\_\_\_ GUESTS SEATED FOR DINNER - TIME: \_\_\_\_\_

\_\_\_\_\_ MOTHER/SON DANCE - TIME: \_\_\_\_\_

\_\_\_\_\_ ANNOUNCE WEDDING PARTY - TIME: \_\_\_\_\_

\_\_\_\_\_ ANNIVERSARY DANCE - TIME: \_\_\_\_\_

\_\_\_\_\_ WELCOME/TOASTS - TIME: \_\_\_\_\_

\_\_\_\_\_ BOUQUET TOSS - TIME \_\_\_\_\_

\_\_\_\_\_ BLESSING - TIME: \_\_\_\_\_

\_\_\_\_\_ GARTER TOSS - TIME: \_\_\_\_\_

\_\_\_\_\_ FOOD SERVED - TIME: \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_ - TIME: \_\_\_\_\_

\_\_\_\_\_ CAKE CUTTING - TIME: \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_ - TIME: \_\_\_\_\_

\_\_\_\_\_ OTHER \_\_\_\_\_ - TIME: \_\_\_\_\_

**COCKTAIL/DINNER MUSIC PREFERENCE:**

\_\_\_\_\_ **ACOUSTIC GUITAR** (JACK JOHNSON, JOHN MAYER, ETC.)

\_\_\_\_\_ **LO FI (EASY LISTENING, EASY GROOVIN' POP & OLDIES)**

\_\_\_\_\_ **JAZZ / PIANO / SAX / INSTRUMENTAL**  
(G. WINSTON, EARL KLUGH, DAVID BENOIT, ETC.)

\_\_\_\_\_ **BIG BAND / SWING / LOUNGE MUSIC**  
(FRANK SINATRA, HARRY CONNICK JR., MICHAEL BUBLE, ETC.)

\_\_\_\_\_ **ADULT CONTEMPORARY / EASY LISTENING**  
(NORAH JONES, ROD STEWART, CELINE DION ETC.)

\_\_\_\_\_ **OTHER FORMAT:** \_\_\_\_\_

SAMPLE ARTIST(S) \_\_\_\_\_

IF **ANNOUNCING WEDDING PARTY / BRIDE & GROOM ARRIVAL**, DO YOU HAVE A SONG THAT YOU'D LIKE TO ENTER TO?

\*\*\*DOES THE WEDDING PARTY KNOW WHERE THEY WILL BE GOING/SEATED ? WE RECOMMEND PLACE CARDS FOR THEM AT THEIR SEATS.

**TITLE:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_

**LIST OF ATTENDANTS: \*\* (IF INTRODUCING) \*\* (PLEASE SPELL NAMES PHONETICALLY) (EXAMPLE: MANTHEI = MAN-tie)**

FLOWER GIRL: \_\_\_\_\_ RING BEARER: \_\_\_\_\_

JR: BRIDESMAID: \_\_\_\_\_ JR. GROOMSMAN: \_\_\_\_\_

USHER: \_\_\_\_\_ USHER: \_\_\_\_\_

USHER: \_\_\_\_\_ USHER: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ GROOMSMAN: \_\_\_\_\_

BRIDESMAID: \_\_\_\_\_ GROOMSMAN: \_\_\_\_\_

(MAID /\*MATRON) OF HONOR: \_\_\_\_\_ BEST MAN: \_\_\_\_\_  
\*(MATRON INDICATES THAT SHE IS MARRIED)

(MAID /MATRON) OF HONOR: \_\_\_\_\_ BEST MAN: \_\_\_\_\_

**BRIDE AND GROOM INTRODUCED AS:** \_\_\_\_\_

WILL THERE BE A CHAMPAGNE POUR? \_\_\_\_\_ (YES) \_\_\_\_\_ HEAD TABLE ONLY \_\_\_\_\_ ALL GUESTS \_\_\_\_\_ (NO)

\*\*\* (PLEASE ENCOURAGE SPEECH/TOAST PRESENTERS TO KEEP THEIR DIALOGUE 3-5 MINS. MAX) \*\*\*

\_\_\_\_\_ **WELCOME** \_\_\_\_\_ **TOAST** GIVEN BY: \_\_\_\_\_ RELATION TO BRIDE OR GROOM: \_\_\_\_\_

\_\_\_\_\_ **WELCOME** \_\_\_\_\_ **TOAST:** GIVEN BY: \_\_\_\_\_ RELATION TO B/G?: \_\_\_\_\_

\_\_\_\_\_ **WELCOME** \_\_\_\_\_ **TOAST:** GIVEN BY: \_\_\_\_\_ RELATION TO B/G?: \_\_\_\_\_

\_\_\_\_\_ **WELCOME** \_\_\_\_\_ **TOAST:** GIVEN BY: \_\_\_\_\_ RELATION TO B/G?: \_\_\_\_\_

**BLESSING** GIVEN BY: \_\_\_\_\_ RELATION TO B/G? \_\_\_\_\_ SEATED AT TABLE # \_\_\_\_\_

**MEAL FORMAT:** \_\_\_\_\_ SERVED MEAL \_\_\_\_\_ BUFFET \_\_\_\_\_ HOR'S DOEUVRES \_\_\_\_\_ OTHER: \_\_\_\_\_

WILL A MEAL BE PROVIDED FOR THE DJ(S)? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO) DJ, PLEASE MAKE OTHER MEAL PLANS

ARE THERE ANY **SPECIAL ANNOUNCEMENTS** YOU WOULD LIKE US TO MAKE? (RULES ON TINKLING OF THE GLASSES, SOCIAL MEDIA / #HASHTAG INSTRUCTIONS, GUEST BOOK/PICTURE FRAME SIGNED, BIRTHDAYS, ANNIVERSARIES, ETC.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ARE THERE ANY **SPECIAL DANCES NOT LISTED** OR **DEDICATIONS** YOU WOULD LIKE TO INCLUDE ?

\_\_\_\_\_  
\_\_\_\_\_

WOULD YOU LIKE THE **CAKE CUTTING** ANNOUNCED? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

WOULD YOU LIKE A SPECIAL SONG FOR THE CAKE CUTTING? **TITLE:** \_\_\_\_\_ **ARTIST:** \_\_\_\_\_  
(SUGGESTED SONGS: HOW SWEET IT IS (TO BE LOVED BY YOU), SUGAR SUGAR, CAKE BY THE OCEAN, POUR SOME SUGAR ON ME)

# BRIDAL DANCE INFORMATION

## BRIDE AND GROOM FIRST DANCE:

SONG TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

BRIDE AND GROOM INTRODUCED AS: \_\_\_\_\_

DO YOU WISH TO DANCE: \_\_\_\_\_ (WHOLE SONG ALONE) OR \_\_\_\_\_ (INVITE OTHERS DURING SAME SONG)? OTHERS INCLUDE \_\_\_\_\_

FATHER/DAUGHTER DANCE: TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

FATHER OF THE BRIDE: \_\_\_\_\_ MOTHER OF THE BRIDE: \_\_\_\_\_

MOTHER/SON DANCE: TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

MOTHER OF THE GROOM: \_\_\_\_\_ FATHER OF THE GROOM: \_\_\_\_\_

BOUQUET/GARTER TOSS, WOULD YOU LIKE THESE TO BE FOR **ADULTS ONLY**? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

\*SUGGESTION: (IF YOU'D LIKE TO INCLUDE CHILDREN, WE SUGGEST DOING A **TEDDY BEAR TOSS** FOR THEM)

THROWING OF THE BOUQUET SONG TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

SUGGESTED SONGS: (SINGLE LADIES (PUT A RING ON IT), LADIES NIGHT, GIRLS JUST WANNA HAVE FUN, IT'S RAINING MEN)

REMOVAL OF THE GARTER SONG TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

SUGGESTED SONGS: (OH YEAH, LEGS, STRIPPER)

GARTER TOSS SONG TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

SUGGESTED SONGS: (SEXY & I KNOW IT, PETER GUNN THEME)

WOULD YOU LIKE THE MAN WHO CAUGHT THE GARTER TO PUT IT ON THE LEG OF THE GIRL WHO CAUGHT THE BOUQUET?

(YES) \_\_\_\_\_ (NO) \_\_\_\_\_ (IF YES), SONG TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

WHAT **TYPE OF MUSIC** DO YOU PREFER? (PLEASE CHECK ALL THAT APPLY)

_____ HOT DANCE/TOP 40	_____ Y2K/2000'S DANCE	_____ OLDIES (50'S & 60'S)
_____ R & B/HIP HOP	_____ TODAY'S ROCK	_____ MOTOWN/CLASSIC SOUL
_____ SOFT HITS/EASY LISTENING	_____ 90'S ROCK	_____ COUNTRY
_____ 90'S DANCE	_____ 80'S ROCK	_____ GROUP PARTICIPATION
_____ 80'S DANCE	_____ CLASSIC ROCK	_____ BIG BAND/SWING
_____ 70'S DANCE/DISCO	_____ HEAVY METAL/HAIR BANDS	_____ ETHNIC _____
_____ EDM (ELECTRONIC DANCE MUSIC)	_____ OTHER FORMATS _____	

WHAT **RATIO** OF FAST MUSIC TO SLOW MUSIC WOULD YOU PREFER? # \_\_\_\_\_ FAST # \_\_\_\_\_ SLOW

WOULD YOU LIKE A SPECIAL SONG FOR THE **LAST DANCE** OF THE RECEPTION? \_\_\_\_\_ (YES) \_\_\_\_\_ (NO)

TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

WHAT TYPE OF MUSIC OR SPECIFIC TITLES WOULD YOU LIKE US TO **AVOID**?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

