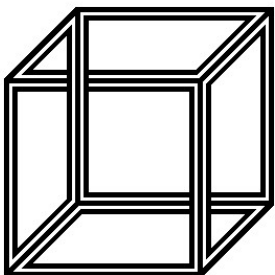


Wedding Reception Planner



Echoes Sound & Light

1-800-590-7615

www.echoessoundandlight.com

Thank you for taking the time to fill out this wedding reception planning guide. This information will help your Echoes Sound & Light DeeJay make announcements and play your special songs.

We have strived to make this planner as eye-pleasing as possible. This keepsake can be a beautiful addition to your wedding album and may, more than anything else, remind you of your special day. Please take care when filling this out and do not let your DeeJay forget to return this at the end of the evening.

General Information

Do you have a wedding coordinator? Could you share his or her name and number with us?

Name: _____ Number: _____

What about the photographer?

Name: _____ Number: _____

The Caterer?

Name: _____ Number: _____

The Videographer?

Name: _____ Number: _____

Who will perform the service?

Name: _____ Number: _____

How many guests are you expecting? Adults: _____ Children: _____

The Ceremony

Is Echoes Sound & Light providing music for the ceremony as well? yes no (skip this section)

Please check any moments when the DeeJay is to play music and fill in the name of the appropriate song.

- Seating of the Guests | Title: _____ Artist: _____
- Seating of the Guests | Title: _____ Artist: _____
- Seating of the Guests | Title: _____ Artist: _____
- Seating of the Grandparents | Title: _____ Artist: _____
- Seating of the Parents | Title: _____ Artist: _____
- Entrance of the Groomsmen | Title: _____ Artist: _____
- Entrance of the Bridesmaids | Title: _____ Artist: _____
- Entrance of the Flower Girl | Title: _____ Artist: _____
- Entrance of the Ring Bearer | Title: _____ Artist: _____
- Entrance of the Bride | Title: _____ Artist: _____
- Prelude | Title: _____ Artist: _____
- Candle Lighting | Title: _____ Artist: _____
- Offertory | Title: _____ Artist: _____
- Communion | Title: _____ Artist: _____
- Interlude | Title: _____ Artist: _____
- Recessional | Title: _____ Artist: _____

Announcements and Special Songs

Please check the box beside each event that you will have at your reception.

Wedding Party Entrance

Do you want the DeeJay to announce the entrance of the wedding party? yes no (skip this section)

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

In the order that they will be entering, who are the members of the wedding party?

1) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

2) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

3) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

4) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

5) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

6) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

7) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

8) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

(continued on next page)

Announcements and Special Songs

Wedding Party Entrance Continued

9) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

10) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

11) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

12) Name: _____ Title: _____

escorting escorted by with and other: _____

Name: _____ Title: _____

Entrance of the Bride and Groom

Do you want the DeeJay to announce the entrance of the Bride and Groom? yes no

How would you like to be introduced? _____

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

Eating

Will someone deliver a blessing before mealtime? yes no

Name: _____ Title: _____

Do you want the DeeJay to announce that dinner is being served / the buffet is open? yes no

During mealtime, the DeeJay puts on a CD of light dinner music and lets it play through. This is the hour of complementary dinner music and the DeeJay is considered off-duty for the most part. If you want a specific CD to be played during mealtime - and you can bring it to the reception - the DeeJay will be happy to play it for you.

Do you plan to bring a special CD for the DeeJay to play during mealtime? yes no

Announcements and Special Songs

Cutting the Wedding Cake

Do you want the Deejay to announce the cutting of the wedding cake? yes no

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

Toasts

Do you want the Deejay to announce any toasts? yes no

If yes, what are the names of the speakers?

1. Name: _____ Title: _____

2. Name: _____ Title: _____

3. Name: _____ Title: _____

Bouquet Toss

Do you want the Deejay to announce the bouquet toss? yes no

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

Garter Removal

Do you want the Deejay to announce the garter removal? yes no

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

Garter Toss

Do you want the Deejay to announce the garter toss? yes no

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

First Dance for Bride and Groom

Do you want the Deejay to announce the first dance? yes no

Do you have a specific piece of music that you would like to be played? yes no

Song Title: _____ Artist: _____

Announcements and Special Songs

Parents' Dance

Some receptions have a 'parents' dance' where the bride dances with her father and / or the groom dances with his mother.

Do you want the DeeJay to announce a parents' dance? yes no

If yes, so that the DeeJay may introduce them, who will be dancing?

1. Name: _____ Title: _____

2. Name: _____ Title: _____

3. Name: _____ Title: _____

4. Name: _____ Title: _____

Song Title: _____ Artist: _____

1. Name: _____ Title: _____

2. Name: _____ Title: _____

Song Title: _____ Artist: _____

1. Name: _____ Title: _____

2. Name: _____ Title: _____

Song Title: _____ Artist: _____

Wedding Party Dance

Some receptions have a song for the entire wedding party to dance to.

Do you want the DeeJay to announce a wedding party dance? yes no

Song Title: _____ Artist: _____

Dollar Dances

The Dollar Dances are songs to which the guests get to dance with the bride and groom but usually give a dollar or more for the privilege.

Do you want the DeeJay to announce dollar dances? yes no

Do you have any specific songs that you would like to be played? yes no

Song Title: _____ Artist: _____

Song Title: _____ Artist: _____

Song Title: _____ Artist: _____

Song Title: _____ Artist: _____

Order of Events

The order of the events on the preceding pages represents the usual order at a wedding reception. If you wish to do things differently - or if you wish to designate specific times for these events to happen, please list them below.

- 1) Event: _____ Time: _____
- 2) Event: _____ Time: _____
- 3) Event: _____ Time: _____
- 4) Event: _____ Time: _____
- 5) Event: _____ Time: _____
- 6) Event: _____ Time: _____
- 7) Event: _____ Time: _____
- 8) Event: _____ Time: _____
- 9) Event: _____ Time: _____
- 10) Event: _____ Time: _____
- 11) Event: _____ Time: _____
- 12) Event: _____ Time: _____
- 13) Event: _____ Time: _____
- 14) Event: _____ Time: _____
- 15) Event: _____ Time: _____
- 16) Event: _____ Time: _____
- 17) Event: _____ Time: _____
- 18) Event: _____ Time: _____
- 19) Event: _____ Time: _____
- 20) Event: _____ Time: _____

