

Reception planning guide



Chances are you've spent more than a few hours planning and preparing for your special day, from choosing bridesmaids' dresses and deciding on flowers to writing up the guest list and finding the perfect photographer. And that's just the tip of the iceberg! That's why Miles DJ Productions has developed this Reception Planning Guide, to walk with you step by step through the celebration after the ceremony. Together we will personalize the entertainment, outline which time-honored traditions will be a part of your event, and make sure your guests experience an unforgettably good time.

Bride's Full Name _____

Bride phone _____

email _____

Groom's Full Name _____

Groom phone _____

email _____

Date of Wedding _____ Time of Wedding _____ to _____

Wedding Location _____

Reception Location _____ Outdoors Indoors

Time of Reception _____ to _____

Vendors and contacts

Planner _____ Phone _____

Photographer _____ Phone _____

Videographer _____ Phone _____

Caterer _____ Phone _____

Banquet Manager _____ Phone _____

Bubbles/petals _____ Phone _____

Transportation _____ Phone _____

General information

Please help us personalize your event by providing as much information as you feel comfortable sharing.

Bride's mother _____ Groom's mother _____

Bride's father _____ Groom's father _____

Maid/matron of honor _____ Best man _____

Special circumstances or sensitive issues _____

Bride's occupation _____ Groom's occupation _____

Bride and Groom's interests and hobbies _____

How did you meet? _____

How long have you known each other? _____

How did he/she propose? _____

Honeymoon destination _____

If you will be moving, new address and phone number _____

the Wedding party

Would you like to announce the members of the wedding party? Yes No

If yes, everyone must line up with their escorts as listed below prior to being announced

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Miss/Mrs _____ By _____

Flower girl _____ Ring bearer _____

Bride and Groom announced as _____

Bride (goes by) _____ Groom (goes by) _____

Guests

How many will attend? _____ What percentage do you expect to dance? _____

What age represents the majority of your guests? (Indicate all that apply.)

- Under 18 18-25 25-40 40-55 55-70 70 and up

On a scale of 1-10, how much crowd involvement do you want your DJ to initiate? _____

Which interactive activities, if any, do you want included?

- Chicken Dance Conga Dating Game Hokey Pokey YMCA Electric Slide
 Cha Cha Slide Other _____

Musical selections

Please make your selections from the list of traditional dances below, or add your own personal preferences. Some couples may opt for a shorter version of their favorite songs to keep those dancing from feeling awkward in the spotlight and guests from losing interest.

Note: Miles DJ Productions has an extensive music library and expertise in locating songs, but we may rely on you to bring your personal copy of pieces that are not obtainable.

Background musical style for pre-dinner music _____

Are there any special musical selections you would like played? _____

Are there any musical selections you would like excluded? _____

Bride & Groom's First Dance	title _____	artist _____
Father & Daughter Dance	title _____	artist _____
Mother & Son Dance	title _____	artist _____
Parent's Dance	title _____	artist _____
Grandparent's Dance	title _____	artist _____
Wedding Party Dance	title _____	artist _____
Anniversary Dance	title _____	artist _____
Dollar Dance	title _____	artist _____
Last Dance	title _____	artist _____
Other:	title _____	artist _____

Your DJ will always keep the atmosphere appropriate for your event. We can make the following upbeat with fun, tongue-in-cheek musical selections, or low-key with more sophisticated songs.

Garter Removal	title _____	artist _____
Bouquet Toss/Dedication	title _____	artist _____
Garter Toss	title _____	artist _____

Romantic first dances

At Last, *Etta James*
All I Want Is You, *U2*
And I Love Her, *The Beatles*
Beautiful in My Eyes, *Joshua Kadison*
Can't Help Falling in Love, *Elvis*
Can't Take My Eyes Off of You, *Frankie Valli*
Fly Me to the Moon, *Frank Sinatra*
Groovy Kind of Love, *Phil Collins*
Grow Old with Me, *Mary Chapin Carpenter*
Have I Told You Lately, *Rod Stewart*
How Sweet It Is, *James Taylor/Marvin Gaye*
I Cross My Heart, *George Strait*
I Loved Her First, *Heartland*
I Melt, *Rascal Flatts*
I Swear, *John Michael Montgomery*
Ice Cream, *Sarah McLachlan*
In My Life, *The Beatles*
In Your Eyes, *Peter Gabriel*
It Had to Be You, *Harry Connick, Jr.*
Just the Way You Are, *Billy Joel*

Keeper of the Stars, *Tracy Byrd*
L.O.V.E., *Nat King Cole*
Love of a Lifetime, *Firehouse*
Me and You, *Kenny Chesney*
My Best Friend, *Tim McGraw*
Ma Cherie Amour, *Stevie Wonder*
Only You, *The Platters*
She's Got a Way About Her, *Billy Joel*
Something About the Way You Look Tonight, *Elton John*
Still the One, *Shania Twain*
The Way You Look Tonight, *Frank Sinatra*
Truly, Madly, Deeply, *Savage Garden*
Unchained Melody, *Righteous Brothers*
Unforgettable, *Natalie & Nat King Cole*
What a Wonderful World, *Louis Armstrong*
When a Man Loves a Woman, *Percy Sledge*
Wonderful Tonight, *Eric Clapton*
You Are So Beautiful, *Joe Cocker*
You Are the Sunshine of My Life, *Stevie Wonder*
You Send Me, *Sam Cooke*

special numbers

Father/daughter

My Girl, *Temptations*
Because You Loved Me, *Celine Dion*
Butterfly Kisses, *Bob Carlisle*
Daddy's Little Girl, *Al Martino*
The Way You Look Tonight, *Frank Sinatra*
Thank Heaven for Little Girls, *Maurice Chevalier (Gigi)*
Sunrise, Sunset, *Topol (Fiddler on the Roof)*

Parents and grandparents

A Kiss to Build a Dream On, *Louis Armstrong*
Our Love is Here to Stay, *Frank Sinatra*
Young at Heart, *Frank Sinatra*
As Time Goes By, *Natalie Cole*
Times of My Life, *Paul Anka*

Tosses

Peter Gunn Theme, *Henry Mancini*
Leave Your Hat On, *Joe Cocker, Randy Newman*
Girls Just Wanna Have Fun, *Cyndi Lauper*
Girls Night Out, *The Judds*
Ladies Night, *Kool & the Gang*
Rocky Theme (Gonna Fly Now), *Bill Conti*
Oh, Yeah, *Yello*
She's Got Legs, *Z.Z.Top*

Mother/son

A Song for My Son, *Mikki Viereck*
Forever Young, *Rod Stewart*
Through the Years, *Kenny Rogers*
What a Wonderful World, *Louis Armstrong*
You Are the Sunshine of My Life, *Stevie Wonder*
You Decorated My Life, *Kenny Rogers*

Wedding Party

I've Got Friends in Low Places, *Garth Brooks*
Lean On Me, *Club Nouveau*
Stand By Me, *Ben E. King*
We Are Family, *Sister Sledge*
I'll Be There for You (Theme from Friends), *The Rembrandts*