

Wedding Reception Planner

PRINT THIS FORM ON YOUR PRINTER - FILL OUT & BRING TO OUR MEETING



This planner is offered to you as a courtesy. Please know that this is your special day, and the only “rules” are those that you decide on. The questions we ask will help us to provide you and your guests with the best service possible. Feel free to add, change or delete any of the items. We’re very flexible, and quite willing to do all we can to make your special day the best it can be!

Free Photos on the Web!

During your reception, we’ll be taking digital photographs that we’ll place on the world wide web. These informal photos will be available for your family and friends to see within a day or two of your reception. For friends and relatives who couldn’t attend, this is a very exciting addition to our DJ/Host service. To visit your photos (or to see photos we’ve taken of other receptions) go online to www.buddyking.net.

Payment for the DJ service is due by the beginning of the event. Make check payable to Buddy King.

Name of person hiring the DJ service: _____

Name of person responsible for payment, if different from above: _____

Name of person completing this form, if different from above: _____

Phone: _____ Email: _____

Reception Information

Bride’s Name: _____ Groom’s Name: _____

Reception Date: _____ Number of Guests: _____

Guest’s Attire: Formal ____ (Tuxedos) Semi-formal ____ (Black Tie) Casual ____ (Tie optional)

Reception Location: _____

Tip: If the location is difficult to find, handy (and free) “From/To” driving maps can be printed from our website www.buddyking.net. We can do this for you if you don’t have internet access.

DJ Music Start Time: _____ Approx. Hours of Dinner Music: _____

DJ Music End Time: _____ Approx. Hours of Dance Music: _____

Total hours of DJ music: _____ (The above should equal total hours of DJ music)

www.buddyking.net ~ Phone: 574-233-3135
Email: buddy@buddyking.net ~ Fax: 775-249-8214
Buddy King, 1824 Ridgewood Circle, South Bend, IN 46617

During Your Reception

Would you like Buddy King to announce the bridal party? _____ Yes _____ No

If you'd like Buddy to announce your bridal party, please list (in the order they are to be introduced) each person's name, and their role in the wedding ceremony. Phonetic pronunciation will help us with unusual names. We will list typical bridal party members and the usual order in which they're introduced. Please number them in the particular order you'd like, if different from what we show here.

() **Bride's Parents:** _____

() **Groom's Parents:** _____

() **Usher** _____ () **Usher** _____

() **Usher** _____ () **Usher** _____

() **Ring Bearer:** _____ () **Flower Girl:** _____

Bridesmaids and their Escorting Groomsmen:

() _____

() _____

() _____

() _____

() _____

Maid of Honor / Matron of Honor & Best Man

(cross one out)

() _____

Bride & Groom: _____

Note: Please enter exactly how you'd like to be introduced - such as "Mr. and Mrs. John Smith" or "Mr. John Smith and Susan Jones-Smith" etc.

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Buddy King's RadioActive DJ/Host Service

Dinner Plans

What time is dinner scheduled to begin? _____

Will you have a blessing/grace? _____ Yes _____ No

If Yes, name of person to offer the blessing:

Toast(s) - before / during / after - dinner? *(Indicate choice)* _____ Yes _____ No

If Yes, by whom? _____

Traditional Events

Cake Cutting? _____ Yes _____ No

Bouquet Toss? _____ Yes _____ No

Garter Toss? _____ Yes _____ No

Note: Buddy will announce these events and coordinate the timing so the photographer can get the best picture.

Name of your Photographer _____

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Special Dance Information

Tip: We have prepared a list of several songs that have been popular choices for the special dances. This list is available by request, or by searching the database of songs on our web page.

First Dance reserved for the Bride and Groom? _____ Yes _____ No

If Yes, list the song title and artist: _____

Father / Daughter Dance? _____ Yes _____ No

If Yes, list the song title and artist: _____

Mother / Son Dance? _____ Yes _____ No

If Yes, list the song title and artist: _____

Bridal Party Dance? _____ Yes _____ No

If Yes, list the song title and artist: _____

Dollar Dance? _____ Yes _____ No

If Yes, name of person(s) to collect money: _____

Additional Notes:

This planner has been arranged in the general sequence we see at most receptions, and we hope you find this helpful. Remember that nothing is "cast in stone." Although planning ahead is always a good idea, we are flexible and can adapt to most last-minute changes that may be necessary.

Please keep in mind we require a sturdy 8-foot banquet table (without skirting) for our equipment, plus 4 feet of space on each side of the table for our speakers and lighting effects setup.

Thank You!