

Wedding Reception Planner



PLEASE FILL OUT & BRING TO OUR MEETING – or
mail/email it to us at least two weeks prior to your wedding.

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!

Payment for the DJ service is due in full one (1) week prior to the event.
Please make your 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: _____

Reception Location: _____

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

Total hours of DJ music: _____

DJ Music Start Time: _____

DJ Music End Time: _____

www.buddyking.net
Cell: 574-386-2007 ~ Home: 574-233-3235
Email: buddy@buddyking.net
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:

() _____

() _____

() _____

() _____

() _____

Best Man & _____ Maid / _____ Matron of Honor
(check one)

() _____

Bride & Groom: _____

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

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

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!
