



# Disc Jockeys & Entertainment

**Give Us the Party...  
We'll Make the Memories!**

5200 West Loop South, Suite 200, Bellaire, TX 77401 - (713) 641-6263 office - (713) 661-2218 fax – [www.SoundConnectionsInc.com](http://www.SoundConnectionsInc.com)

## WEDDING RECEPTION FORMAT SHEET

Fill out on computer by pushing insert KEY. Then Print/Fax or Email to us. [SoundConnections@sbcglobal.net](mailto:SoundConnections@sbcglobal.net)

**THIS SHEET SHOULD BE RETURNED TO SOUND CONNECTIONS  
AT LEAST 3 WEEKS PRIOR TO RECEPTION BY MAIL OR FAX.**

Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_  
 Event Date: \_\_\_\_\_ Ceremony Start Time: \_\_\_\_\_  
 Reception Start Time: \_\_\_\_\_ Reception Conclusion Time: \_\_\_\_\_  
 Location: \_\_\_\_\_ # of Guests Expected: \_\_\_\_\_  
 Address: \_\_\_\_\_ Room Name at Location: \_\_\_\_\_  
 Bride or Groom Phone Numbers – day, eve and at event (cell, pagers etc., please list) \_\_\_\_\_  
 Reception Location Phone: \_\_\_\_\_ Person in Charge at Reception: \_\_\_\_\_

**DJ EVENT SCHEDULE (Your DJ can coordinate the flow of your reception. The list below depicts common reception ideas. NUMBER THESE in your ORDER of PREFERENCE or delete):**

- \_\_\_\_\_ Play background music as guests arrive and await bride and groom.
- \_\_\_\_\_ Announce Bride and Groom as they enter reception.  
 If YES, introduce couple as “\_\_\_\_\_.”
- \_\_\_\_\_ Introduce Wedding Party \_\_\_\_\_ YES \_\_\_\_\_ NO  
 If YES, you must send your list to Sound Connections prior to event.
- \_\_\_\_\_ Wedding Party Photo Opportunity for guests.
- \_\_\_\_\_ Have someone bless the food. *Speaker* \_\_\_\_\_
- \_\_\_\_\_ Announce the opening of buffet or food line, starting with Bride & Groom, followed by Wedding Party, Family and Guests.
- \_\_\_\_\_ Continue playing background music while Bride and Groom (along with guests) eat and mingle.
- \_\_\_\_\_ When advised, announce the cutting of the cake(s). Invite guests to join around cake table for photographs.
- \_\_\_\_\_ Cake cutting and photos.
- \_\_\_\_\_ Have glasses filled for toast.
- \_\_\_\_\_ Best Man and/or Bride’s father/others toast the couple. Couple may speak following.
- \_\_\_\_\_ Bride and Groom Dance their first dance. *Selection:* \_\_\_\_\_
- \_\_\_\_\_ Bride and Father Dance. *Selection:* \_\_\_\_\_
- \_\_\_\_\_ Groom and Mother Dance. *Selection:* \_\_\_\_\_
- \_\_\_\_\_ Dancing for All. DJ will take requests.
- \_\_\_\_\_ “Dollar” Dance (or “honeymoon” dance). *Detail your description:* \_\_\_\_\_
- \_\_\_\_\_ The Anniversary Dance (Recognizing the guest couple married the longest.)
- \_\_\_\_\_ Bouquet Toss.
- \_\_\_\_\_ Garter Toss.
- \_\_\_\_\_ Have guests line up at the exit to see the Bride and Groom off.
- \_\_\_\_\_ Exit Song. *Selection:* \_\_\_\_\_

**I WOULD LIKE THE FOLLOWING PERCENTAGE(S) TO BE PLAYED AT OUR RECEPTION:**

Rock \_\_\_\_\_%, Oldies \_\_\_\_\_%, Modern Rock \_\_\_\_\_%, Top 40 \_\_\_\_\_%, Big Band \_\_\_\_\_%, R&B \_\_\_\_\_%  
 Country \_\_\_\_\_%, Salsa \_\_\_\_\_%, Merengue \_\_\_\_\_%, Tejano \_\_\_\_\_%, Rap \_\_\_\_\_%, Easy Listening \_\_\_\_\_%,  
 Disco \_\_\_\_\_%, Motown \_\_\_\_\_%, Zydeco \_\_\_\_\_%, Jazz \_\_\_\_\_% (other/types/songs \_\_\_\_\_)

**SPECIAL INSTRUCTIONS TO MY DISC JOCKEY:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**BALANCE DUE:** \_\_\_\_\_ **RESPONSIBLE PARTY FOR BALANCE:** \_\_\_\_\_