



Disc Jockeys & Entertainment

Give Us the Party...

We'll Make the Memories!

5200 West Loop South, Suite 106, Bellaire, TX 77401 - (713) 641-6263 office - (713) 661-2218 fax - www.SoundConnectionsInc.com

WEDDING RECEPTION FORMAT SHEET

Print/Fax or Email to us. 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.
- _____ Last Song/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: _____

