



**D.J. RECEPTION PLANNER COVER PAGE**

**RETURN AT LEAST 30 DAYS PRIOR TO YOUR WEDDING**

**Brides Name** \_\_\_\_\_

**Grooms Name** \_\_\_\_\_

**Wedding Date/Time** \_\_\_\_\_

**Reception Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**Facility Name/Room** \_\_\_\_\_

**Facility Phone #** \_\_\_\_\_

**Facility Address** \_\_\_\_\_

**Directions** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Note: Please make sure facility provides DJ with a sturdy covered/skirted table approx. 2 x 8 feet in an area within 25 feet of performance area per the Entertainment Agreement.



Attn: Chris & Malissa Cox  
PO Box 30475; Edmond, OK 73003-0008  
Phone: (405) 659-5930  
Fax: (405) 216-5541

*A+* Entertainment  
**D.J. RECEPTION PLANNER**

**RETURN AT LEAST 30 DAYS PRIOR TO YOUR WEDDING**

**A+ ENTERTAINMENT GOALS:**

**I. To make sure that at your reception everything runs smoothly and according to your plans.**

**II. To make sure that all of your guests have a great time.**

**Filling out this reception planner completely will help A+ Entertainment meet these goals.**

**GENERAL INFORMATION:**

Bride's Name \_\_\_\_\_ Phone # Work/Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # Home \_\_\_\_\_

Groom's Name \_\_\_\_\_ Phone #Work/Cell \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # Home \_\_\_\_\_

Date & Time of wedding \_\_\_\_\_ Reception Start Time \_\_\_\_\_

Post wedding address & phone #'s \_\_\_\_\_  
 \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)  
 \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (cell)

**RECEPTION FLOW:**

How would you like to be introduced? \_\_\_\_\_  
 (i.e., Mr. & Mrs. John Doe or John & Jane Doe)

Would you like your wedding party introduced? Yes \_\_\_ No \_\_\_

<b>BRIDESMAIDS</b>	<b>ESCORTED BY</b>	<b>GROOMSMEN</b>
1) _____ <b>(Maid/Matron of Honor)</b>	1) _____	1) _____ <b>(Best Man)</b>
2) _____	2) _____	2) _____
3) _____	3) _____	3) _____
4) _____	4) _____	4) _____
5) _____	5) _____	5) _____
6) _____	6) _____	6) _____

The following is a list of items that might take place at your reception. Please check the items you desire at your reception.

Receiving Line _____	Dinner/Buffer _____	Cake Cutting _____	Toast to Bride & Groom _____
Bouquet Toss _____	Garter Toss _____	Dollar Dance _____	Other (explain) _____

Bride & Groom First Dance \_\_\_\_\_  
(Song Selection & Artist)

Father/Bride and/or Mother/Son Dance \_\_\_\_\_  
\_\_\_\_\_  
(Optional) (Song Selection & Artist)

Parent's Dance \_\_\_\_\_  
(Optional) (Song Selection & Artist)

Parent's Names \_\_\_\_\_  
(Bride's) (Groom's)

**MUSIC VARIETY:**

Your DJ will take requests from your guests and play **ONLY** requests based upon **YOUR** music style selections. Please select the music styles you want played at your reception.

- \_\_\_ Complete Variety      \_\_\_ 70's      \_\_\_ Contemporary Country
- \_\_\_ Top 40      \_\_\_ 60's      \_\_\_ Polkas
- \_\_\_ 90's      \_\_\_ 50's      \_\_\_ Waltzes
- \_\_\_ 80's      \_\_\_ R&B/Rap      \_\_\_ Big Bands/Swing

Please write some of the songs you know you would definitely like to have played. **For a list of available songs please visit [www.aplusentertainment.biz](http://www.aplusentertainment.biz).**

TITLE AND/OR ARTIST	TITLE AND/OR ARTIST
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Do you wish to bring music from your personal CD collection?    \_\_\_ YES    \_\_\_ NO

**PARTY STARTERS (Audience participation dances):**

Your DJ will help your guests have fun and become part of your celebration through the use of ice-breaker dances. If you are unsure of what an ice-breaker dance is, please contact us.

- |                     |                        |                         |                                       |
|---------------------|------------------------|-------------------------|---------------------------------------|
| Chicken Dance** ___ | Cotton Eyed Joe ___    | Country Line Dances ___ | Macarena ___                          |
| Bunny Hop ___       | Hokey Pokey ___        | Locomotion ___          | Cha Cha Slide ___                     |
| Electric Slide ___  | Shout ___              | Twist ___               | YMCA ___                              |
| Conga Line ___      | Ladies Slow Choice ___ |                         | (with or without Village People hats) |

**\*\*BEST WAY TO START A PARTY (CALL FOR DETAILS)**

Others you may have seen that are not listed \_\_\_\_\_

**SPECIAL ATTENTION, ANNOUNCEMENTS, DEDICATIONS OR REQUESTS:**

In order to help your reception flow smoothly, your DJ will coordinate with your photographer, videographer and caterer.

Photographer _____	Company _____
Videographer _____	Company _____
Caterer _____	Company _____

Are there any special situations or things your DJ should know (i.e., divorce, step-parents, recent funerals, handicaps, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If you would like, your DJ will be happy to announce where you are going on your honeymoon, birthdays, anniversaries or any other special occasions or, you can use the microphone for your own announcements.

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this to A+ Entertainment Attn: Chris & Malissa Cox  
at least 30 days prior to your wedding.**

**Return via:**

**1) Fax (405) 216-5541**

**or**

**2) Mail - P.O. Box 30475 Edmond, OK 73003-0008**

**If you have any questions, please call (405) 659-5930**

**A+ Entertainment looks forward to making your special day even more special.**