

WEDDING RECEPTION PLANNING GUIDE

Please have this form completed (one month) prior to your wedding date. This allows all parties involved adequate planning time. We will then call to discuss any other final details after we receive and process this form.

PLEASE RETURN THIS PLANNER TO: WOW FACTOR DJ
1232 RICHWOOD DRIVE
GRAND RAPIDS, MI 49508

Bride & Groom Names & Ages:

Contact Phone:

Contact email:

Wedding Date:

Number of guests:

Reception Venue Name, Address, Zipcode:

Banquet facility contact person & phone number:

Reception start & finish times:

START

FINISH

Wedding Reception Location: INDOOR OUTDOOR

What time will guests arrive for cocktail hour:

What type of guest arrival/cocktail hour music would you like to have?

Some common genre examples would be modern jazz, classic jazz, adult contemporary, soft rock, country lite, r&b, modern lounge, mix it, other.

artist or genre:

artist or genre:

artist or genre:

artist or genre:

Or, would you like us to choose the guest arrival music for you? YES NO

What is the approximate arrival time for Bride & Groom?

Are you having a grand entrance? YES NO **If yes, what time?**

We recommend having your grand entrance approximately 15 to 20 minutes prior to dinner, as it is fairly common for announcement of wedding party, 2 toasts & a blessing to take this amount of time and you can make a smooth transition into dinner.

What song would you like used for the grand entrance? Bridal Party & Bride/Groom all enter to one song

(we typically recommend a high energy or fun track)

artist

song title

OR – Bridal Party enters to one song, while the Bride & Groom enter to another.

Bridal Party

artist

song title

Bride & Groom

artist

song title

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Please print or type names phonetically where applicable. Fill in appropriate lines if you would like to have them announced as part of your Grand Entrance!

INTRODUCTION OF WEDDING PARTY

Flower Girl:

Ring Bearer:

Ushers:

1

3

2

4

* List everyone in the order that you would like to have them announced, traditionally the Maid of Honor & Bestman enter just before the Bride & Groom.

Bridesmaids:

Groomsmen:

1

1

2

2

3

3

4

4

5

5

6

6

7

7

8

8

Maid or Matron of Honor:

Bestman:

BRIDE & GROOM'S NEW NAME

Mr. & Mrs.

[_____] & [_____] [_____]

Grooms First Name

Brides First Name

Newlyweds New Lastname

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The toasts will be given by:

1 _____

3 _____

2 _____

4 _____

*It is a tradition for both your Bestman & Maid of Honor to offer a toast, but others can toast or offer a welcome as well.

*We recommend having your more confident speakers toast last, your WOW Factor DJ will announce your toasters in the order provided.

If you are having a blessing or prayer this will be given by:

Kissing tradition/clinking glasses, you know your guests are going to start clinking those glasses at some point to get you to kiss. So you can go with the basic route, where your guests clink and you kiss or wowfactor does offer up something called the mimic kiss/kissing jar as an alternative option for you.

We will discuss this option/possibility with you during the review process.

Kissing/clinking: TRADITIONAL MIMIC/KISSING JAR

What time is dinner?

*For most receptions we recommend grand entrance to begin 15 to 20 minutes prior to dinner, for event flow & timing purposes.

Type of dinner: SERVED BUFFET OTHER NONE

For buffet dinners, WOW Factor can add an entertainment component to the table dismissal process. As long as your WOW Factor DJ can see the buffet area, it will take the same amount of time for table dismissal whether utilizing the entertainment option or not. We will discuss this option/possibility with you during the review process.

Buffet Table Dismissal: Venue or Caterers Dismiss WOW Factor DJ

What type of dinner music would you like to have?

ARTIST OR GENRE _____

ARTIST OR GENRE _____

ARTIST OR GENRE _____

ARTIST OR GENRE _____

Or, would you like us to choose the dinner music for you? YES NO

Will you be having a slideshow presentation/photo montage? YES NO

Slideshow/photo montage time:

Will you be cutting the cake? YES NO OTHER:

Will you be cutting the cake before or after dinner? BEFORE AFTER

*If you will be cutting the cake before dinner, it usually fits best event flow wise, immediately following the grand entrance. This can help at times if your photographer is working within a set timeline.

What song would you like played during the cake cutting?

ARTIST _____

SONG TITLE _____

Some wedding favorites include "How Sweet It Is," "Build Me Up Buttercup," "I Can't Help Myself (Sugar pie, Honey Bunch)," "Sugar-sugar," "Sweetest Thing."

Will the cake be set-up on the dance floor? YES NO

Would you like to utilize the 5 minute Newlywed Game as an entertainment option? YES NO

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SPECIALTY DANCES (USUALLY DONE AFTER DINNER)

Bride & Groom Dance:

ARTIST: _____

BRIDE'S NAME: _____

SONG TITLE: _____

GROOM'S NAME: _____

Father & Daughter Dance:

ARTIST: _____

BRIDE'S NAME: _____

SONG TITLE: _____

FATHER'S NAME: _____

Mother & Son Dance:

ARTIST: _____

GROOM'S NAME: _____

SONG TITLE: _____

MOTHER'S NAME: _____

Will you be tossing the bouquet? YES NO

If yes, what song would you like played when tossing the bouquet:

ARTIST _____

SONG TITLE _____

Will you be removing and flinging the garter? YES NO

If yes, what song would you like played when removing & flinging the garter:

ARTIST _____

SONG TITLE _____

Will you be having the ALL COUPLES DANCE?

ARTIST _____

SONG TITLE _____

*The All Couples Dance is the most effective way to bridge the gap from the wedding traditions into the open dance party part of the evening. Many people, even very good dancers find comfort in having others on the dance floor with them, especially at the very beginning of the evening. Near the completion of the all couples dance your WOW Factor DJ will mix into a party track.

If there are any special theme type dances that you would like us to play or not play please instruct below, otherwise your WOW Factor DJ will play or not play based on your guest requests or DJ discretion. (some examples of theme type dances are "Cupid Shuffle," "Chicken Dance," "Cha-cha Slide," "Hokey Pokey," "The Wobble," etc.)

*If your WOW Factor DJ does utilize these song types it will usually be in the first hour & utilized as a party starter or played by guest request.

What song would you like played for the last dance:

ARTIST _____

SONG TITLE _____

Or, would you like WOW Factor to choose a closing track for you? YES NO

