



# Wedding Reception & Ceremony Planner

740-219-6094

DJWOLF1055@GMAIL.COM

## GENERAL RECEPTION INFORMATION

Date Of Wedding
Brides Name
Brides Email/Phone
Reception Date
Venue Name & Location
On Site Contact Name
Photographer Name & Email
Videographer Name & Email

## BRIDAL PARTY INTRODUCTIONS

Please fill in the names of the wedding party if you would like to be introduced. If the pronunciation is not obvious, please show a phonetic spelling. The wedding party is traditionally introduced in the following order, but feel free to re-arrange them if you wish.

Parents of the Bride	Parents of the Groom
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Are the parents to be Introduced with the bridal party? Yes No

Bridesmaid		Ring Bearer Name
Escorted by		
Name		Name
Name		Name
Name		Name
Name		Name
Name		Name
Name		Name
Name		Name
Name		Name
Name		Name
Maid/Matron of Honor		Best Man

Bride & Groom to be announced as  
Name

**Reception Schedule with Song Choice**  
(Leave blank if not part of your wedding event)

EVENT	Start Time	SONG TITLE
Wedding Party Introductions		
B&G Entrance Music		
B&G First Dance		
Welcome		Given by
Blessing		Given by
Toast		Given by
		Given by
		Given by
		Given by
EVENT	Start Time	SONG TITLE
Cake Cutting		
Father/Daughter Dance		
Mother/Son Dance		
Bouquet Toss		
Garter Toss		
Last Dance		

**CEREMONY INFORMATION**

Location of Ceremony  
City  
Place

Time of Ceremony  
Start Time

Are we providing ceremony music?  
Yes No

Officiate Name  
Officiate Email

Does the Officiate need a microphone?

Yes No

Other Details

Ceremony Music	
EVENT	SONG TITLE
Bridal Party Processional 1	
Bridal Party Processional 2	
Interlude (Unity Candle)	
Brides Processional	
Recessional	



MUSIC REQUEST
Song Title

