

## Wedding Reception INFORMATION Sheet (1 of 3)



The following has been provided to assist you while filling out the **Reception PLANNING Sheet**. The information includes tips, ideas and suggestions for a successful reception and party. It is important that you remember these are suggestions and based on our experience. If you would like to change the order, exclude or include aspects, etc. – that is what we want! The more thought you put into each aspect of the reception, the more it will reflect your personalities and “vibe” as a couple. Each **BOLD** heading corresponds to a section on your planner. If you have any questions, please call us.

### **Master of Ceremonies Duties (MC)**

We encourage you to choose an MC that you are comfortable with for making sure the reception runs smooth. We suggest someone that you trust to speak in front of your family and friends. Your MC will need to utilize qualities such as confidence, organization, creativity, well spoken and humor. If you have an MC that you have chosen, we will work very close with that person. Providing audio support, cordless mic, etc. are a few of the ways we can assist. If you do not have an MC, we have the experience and ability to provide this service to you as part of your reception package. We will work with you to plan and customize the reception itinerary and various events throughout the wedding to your vision.

### **Wedding Party Entrance**

Upon arrival at your reception site, we suggest formally starting the event with a grand entrance of the wedding party followed by the bride & groom. This announcement serves as the kick-off to the party. It is not being done as the formal introduction of your bridesmaids and groomsmen(which can be done later in the reception), but rather as an enthusiastic recognition of these special loved ones in your wedding party as they arrive. We will work with you to coordinate the entrance order of each couple and selecting the perfect musical background for the atmosphere you want to create at that moment.

### **Bride & Groom Grand Entrance**

As your DJ/MC announces the entrance of the bride and groom your friends and family will rise and greet you with applause and cheers.

### **Bride/Groom to Welcome And Thank Guests**

A traditional receiving line is becoming a dated and time-consuming method of greeting your guests. The following is a fun and memorable alternative to the typical receiving line. Upon entering the room, we encourage you to acknowledge your guests. We will provide you with a wireless mic. This is a wonderful opportunity to welcome everyone and to do any special acknowledgements, such as guests who have traveled a long distance or friends and family who have contributed in the preparation of the ceremony or reception. It’s especially meaningful to hear from the bride and groom how important their friends and family are to them as you first enter the reception.

### **Food**

The start of your meal service will depend upon the time of your arrival. We will keep in contact with the catering staff to ensure a smooth transition into your meal. Remember, although you have just arrived, your guests have been waiting for some time. During the pre-planning stages, inform your caterer what time you expect to arrive and that you would like the meal service to begin shortly after that. It is easier for the caterer to move the food service back if you are running late than it is for them to move it forward if you are ahead of schedule. Once you have had the opportunity to enjoy your meal, it is a good time for the bride and groom to visit with their guests. Typically, most guests will still be eating and you will have about 20 minutes to mingle table to table.

### **Toasts**

Traditionally, the toasts are usually done at the conclusion of the meal. Your DJ/MC should coordinate all aspects of this event. After guests have topped up their glasses, we will have a wireless mic available for your best man, maid of honor, fathers, or any others to say a few words. We strongly discourage open toasting. This can be a slow and awkward process that drastically impacts the smooth flow of your reception. We have methods and ideas to include the concept of open toasting, but avoid the downside of the experience – ask us for details.

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## Wedding Reception INFORMATION Sheet (2 of 3)

### Cake Cutting

The traditional time for cutting the cake is after the dinner and toasts. You will notice that your guests are now getting more animated, and giving their enthusiastic encouragement to the bride and groom during the feeding of the first piece of cake. The fun of this formality is in the anticipation. We suggest that you have a playful, yet sensible attitude while feeding each other.



### Bouquet Toss

You can pick one of your favourite songs or choose one from the list of suggestions supplied in the members section of our website. You will want to be sure to have your throw bouquet handy. Your DJ/MC will gather the single ladies on the dance floor and get the energy level up as he/she counts the throw with you, 5-4-3-2-1. Following the catch, the photographer may want to get a special photo of the bride with the woman who caught the bouquet. If you want an alternative to the Bouquet Toss tradition, please let us know. We will be happy to suggest other options that will allow you to give away your bouquet and still create a unique and memorable moment for you and your guests.

### Garter Removal/Toss

Once again, you can pick one of your favourite songs or choose one from the list of suggestions supplied in the members section of our website. Your DJ/MC will invite all of the single men to the dance floor. For the garter removal, the bride can sit on a chair or on the best man's knee. The groom will then get down on one knee in front of his bride. Once the garter has been removed, your DJ/MC will begin the countdown for the toss, 5-4-3-2-1. The gentleman who catches the garter will then be joined on the dance floor with the woman who caught the bouquet. The bride and groom could then congratulate them and pose for a fun, candid photo.

### First Dance Song

All of the attention is now focused on the dance floor. The first few notes of your special song begin to play as you begin to share your first dance as husband and wife. Many couples choose to have the wedding party join them halfway through the dance. By doing this, you give the photographer an opportunity to photograph your wedding party, plus it shortens the amount of time the two of you are dancing alone. (This will depend on whether you are a "shy" or "outgoing" couple as to what you may select)

### Parents Dance Song

You can choose a special song for the parents of the bride and groom. Each set of parents is invited to the dance floor to share a special dance with their children. One option is to have all parents and their children join in halfway through this dance.

### Father/Daughter Dance Song

One of the most traditional events at the reception is the moment the father of the bride dances with his daughter. This special song can also include the groom with his mother. Your DJ/MC can also invite all fathers/daughters or mothers/sons to join in halfway through this dance.

### Other Spotlight Dance

For some brides, a special dance with a Stepfather, Uncle, Brother, or close family friend is done in lieu of, or in addition to, a parents dance.

### General Dancing

It's important that the bride and groom (and wedding party if applicable) remain on the dance floor for the first fast dance as it will make it more inviting as your guests start dancing. As we observe the reaction of your guests, we can then best determine which songs to play and in what order. Your DJ/MC is an expert at music programming and has the ability to "read the crowd" to keep guest of all ages dancing and having fun. We will mix your song suggestions and requests to make the night enjoyable for all.

### Money Dance / Bride & Groom Dance

If you decide to do a money dance, you should plan all the details in advance and have all the people involved aware of their duties and what time the dance is happening. Your DJ/MC will announce it as an opportunity for your friends and family to share a special slow dance with the bride or groom. The DJ/MC may require the best man and maid of honor to assist him. They will help ensure the timely flow of the guest and collect the money. It's important that the bride and groom remain on the dance floor at the conclusion of the money dance. As the music tempo picks up, your presence will encourage all guests to join you as the fast dancing resumes.

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**Types of Dance Music Preferred**

The very best parties always have a mixture of songs that please and entertain all age groups. Below is a general list of various categories and popular artists. We welcome you to highlight all of your favorite music categories. If you have music tastes that you feel do not fit into these categories, let us know and we will work with you to make sure we have all the songs you are looking for. You can also submit customized song lists with all of your favorites through email or in the members section of our website.

***Big Band/Standards***

Duke Ellington, Glenn Miller, Benny Goodman, Nat King Cole, Tommy Dorsey, Frank Sinatra, Artie Shaw, Johnny Mathis, etc.

***50's/60's Rock***

Beatles, Beach Boys, Jerry Lee Lewis, Elvis, Platters, Bill Haley, Chubby Checker, Bobby Darin, Everly Brothers, etc.

***Classic Rock***

Bob Seger, AC/DC, Van Halen, John Mellencamp, Rolling Stones, Aerosmith, ZZ Top, Eric Clapton, Elton John, etc.

***Funk/Disco***

Bee Gees, Village People, Chic, Earth Wind & Fire, Donna Summer, Commodores, Gap Band, Kool & The Gang, Wild Cherry, etc.

***Motown/60's Soul***

Aretha Franklin, James Brown, Four Tops, Temptations, Supremes, Marvin Gaye, Smokey Robinson, Jackson 5, etc.

***Country***

Shania Twain, Dixie Chicks, Faith Hill, Tim McGraw, George Strait, Alan Jackson, Garth Brooks, Alabama, Taylor Swift, etc.

***80's Retro***

Beastie Boys, B-52's, New Order, Romantics, Cure, INXS, Devo, Clash, Soft Cell, Modern English, Talking Heads, Billy Idol, etc.

***90's Retro***

Culture Beat, Snap, Proclaimers, Barenaked Ladies, Offspring, Backstreet Boys, N-Sync, Ace of Base, Aqua, , etc.

***R&B/Hip Hop***

Rick James, Prince, Tone Loc, Young MC, Salt-n-Pepa, Will Smith, C&C Music Factory, Michael Jackson, Madonna, etc.

***Ethnic***

Italian, Jewish, Irish, Latin, Greek, Cajun, Polkas, Reggae, etc.

***Group Participation Dances***

Bird Dance, Conga, Shout, YMCA, Electric Slide, Locomotion, Grease, Family Traditional Dances, etc.

***Current Hits***

Current top 40 radio hits.

**Dedications, Birthdays, Anniversaries, etc.**

Be sure to list any special announcements you would like your DJ/MC to make. This is a great way to personalize your event and recognize someone special.

**Sensitive Subjects**

Your DJ/MC will conduct himself or herself in a professional and courteous manner at all times throughout your reception. If you feel we need to be aware of any sensitive information regarding your event, family, or guests, please list it here.

**Anything Else We Should Know?**

If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique please list them. Your DJ/MC can offer suggestions regarding the sequence and timing of these special touches.