

SOUND EMOTION ENTERTAINMENT

for your complete DJ needs

39 Johnathan Rd Lake Zurich, IL 60047

(847)452-5518

Reception Planning Sheet

SOUND EMOTION ENTERTAINMENT HAS TWO GOALS:

1. To make sure that at your dance everything runs smoothly and according to your plans.
2. To make sure that all of your guests have a great time.

Filling out this planning sheet will help us meet these goals.

PLEASE COMPLETE AND RETURN THIS FORM AT LEAST 30 DAYS PRIOR TO YOUR EVENT

GENERAL INFORMATION

Bride's Name _____ Phone # Work _____
Home _____ E-mail _____

Groom's Name _____ Phone # Work _____
Home _____ E-mail _____

Date of Reception _____ Number of Guests _____

Location Address/Directions _____

Please circle how you would like your DJ to dress: Tux Suit
Other(Exp) _____

SET UP TIME

Your DJ would like to begin setting up at least 1 hour prior to the start of your event.

Please have one 6 or 8 foot table placed where you would like the DJ to perform. If early set-up is required, please contact our office.

Starting time of reception _____ Ending time _____

What time will guests arrive _____ What time will dinner be served _____

What time will the bride and groom arrive _____

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

Receiving Line _____ Dinner/Buffer _____ Cake Cutting _____

Toast to Bride/Groom _____ Blessing _____

Bouquet Toss _____ Garter Toss _____ Dollar Dance _____

SPECIAL SONG REQUESTS

Please choose a special song for each dance

Bride & Groom
Dance _____

Wedding Party
Dance _____

Father & Bride
Dance _____

Mother & Groom
Dance _____

Other Special Songs

Cake cutting _____

Garter Toss _____

Bouquet Toss _____

Other _____

RECEPTION FLOW

Would you like the DJ to announce/introduce the wedding party? _____

Would you like special introduction music? If so, what songs? _____

BRIDESMAID	ESCORTED BY:	GROOMSMAN
1) _____ Maid of Honor)	1) _____	1) _____ (Best Man)
2) _____	2) _____	2) _____
3) _____	3) _____	3) _____
4) _____	4) _____	4) _____
5) _____	5) _____	5) _____
6) _____	6) _____	6) _____

Parents of the Bride

Parents of the Groom

Ushers

Flowergirls / Ringbearer

MUSIC VARIETY

Please check the music styles you desire:

- | | | | |
|---|---------------------------------------|-------------------------------|--------------------------------|
| <input type="checkbox"/> Complete Variety | <input type="checkbox"/> Country | <input type="checkbox"/> Rap | <input type="checkbox"/> 60's |
| <input type="checkbox"/> Top 40 | <input type="checkbox"/> Contemporary | <input type="checkbox"/> 90's | <input type="checkbox"/> 50's |
| <input type="checkbox"/> Alternative | <input type="checkbox"/> Polkas | <input type="checkbox"/> 80's | <input type="checkbox"/> R & B |
| <input type="checkbox"/> Big Band | <input type="checkbox"/> Waltzes | <input type="checkbox"/> 70's | <input type="checkbox"/> Other |

Please write down any specific songs you would like your DJ to play:

TITLE AND/OR ARTIST

TITLE AND/OR ARTIST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

ICEBREAKERS (AUDIENCE PARTICIPATION DANCES)

Your DJ has been trained to help your Guests become part of your celebration through the use of icebreaker dances. Please circle the icebreaker dances you want performed at your event:

- | | | | |
|------------|---------------|-----------------|---------------|
| Macarena | Chicken Dance | Electric Slide | Cha Cha Slide |
| Conga Line | Hokey Pokey | Cotton Eyed Joe | YMCA |

THANK YOU FOR BOOKING WITH

SOUND EMOTION ENTERTAINMENT

Please return this sheet at LEAST 30 DAYS PRIOR TO YOUR EVENT.

We're looking forward to entertaining you!