



WEDDING RECEPTION FORMAT

Bride & Groom Name _____ Wedding Date: _____

Wedding Reception Site: _____ Hours: _____

Wedding Ceremony Location & Time: _____

Contact Person at Facility: _____ Phone Number: _____

Photographer/Studio: _____ Videographer/Studio: _____

Approximate Number of Guests: _____ Announce Disposable Cameras on Tables: _____

Announce Sign-In Board/Guest Book: _____ Additional Announcement(s): _____

Anniversaries/Birthdays: (may be acknowledged during dinner, song may be played in their honor)

1. _____
2. _____
3. _____
4. _____
5. _____

Announcements/Introductions (typically after cocktails and prior to dinner-please check 1)

- ____ Maitre 'd
- ____ Musical Host & Master of Ceremonies (Signature DJs)
- ____ Special Arrangements (No introductions, family or friend to do introductions)

Order of Introductions (may have one or more "introduction" song selections)

Introduction Song: Grandparents of Bride: _____

(Grandparents may be introduced Grandparents of Groom: _____
or acknowledged at their seats)

Parents of Bride: _____

Parents of Groom: _____

Introduction Song: Bridal Party (Order is typically the same as processional at ceremony)

Bridesmaids

Ushers

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

4. _____ 4. _____

5. _____ 5. _____

6. _____ 6. _____

Jr. Bridesmaids _____

Jr. Ushers _____

Honor Attendants _____

Flowergirls

Ringbearers

Maid/Matron of Honor

Best Man (Men)

Introduction Song: (Bride & Groom—"Mr. & Mrs...." vs. Informal Introduction)

FORMALITIES

Blessing (Reverend, Priest, Rabbi, Etc.) _____

Toast (Typically Best Man) _____

Additional Toast (Optional) _____

DANCES

1st Dance (Before Dinner vs. After Dinner) Song: _____

Bridal Party Dance (May join 1/2-way through bride and groom's 1st dance or choose separate song for bridal party members-may dance with partner or with respective husband/wife, etc.) Song: _____

Bride/Father Song: _____

Groom/Mother Song: _____

Alternate Dance (Optional)

(May be used in cases of divorced or deceased parents; eg-bride dances with brother, groom dances with mother of bride, etc.)

BOUQUET/GARTER CEREMONIES

Bouquet Toss _____ Bouquet Toss Song _____

Garter Ceremony _____ Garter Ceremony Song _____

Garter Toss _____ Garter Toss Song _____

Re-Enactment Ceremony _____ Re-Enactment Song _____

(Recipient of both bouquet and garter tosses)

Do not feel obligated to choose each and every song for the various formalities throughout the reception. The experience and professionalism of your Bayside DJ can select an appropriate song based on the particular needs and styles of the bride and groom.

Please refer to our facebook website for numerous song suggestions for these categories.

Suggestion*: As an alternate to the bouquet & garter ceremonies, why not try an elimination dance? Call all couples to the dance floor. Begin playing a slow song selection. Ask any guests not married to leave the dance floor then couples marries less than 1 year, 2,3,10,15,etc. The last couple remaining on the dance floor is then presented with a bouquet of flowers from the bride & groom. These two couples then begin dancing to the next song, usually a slow selection.

CAKE CUTTING CEREMONY

_____ Served as dessert

_____ Served with dessert Cake Cutting Song _____

_____ Served to go home (packaged/snack bags)

MUSIC REQUESTS

Please provide us with as many requests for your reception. These may include music selections for cocktails and

dinner. Typically, 15-20 songs are played per hour. In addition, please star (*) or highlight special or significant songs which are "must play." Please also inform Bayside DJ of songs which are "Dislikes," or songs which may be played "Only If" requested by your guests, friends or family members. During dancing, we typically play 2-3 slow songs for every 8-10 fast (general ratio).

PRIMARY REQUESTS

SONGS TO AVOID

- | | |
|----------|----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |

BAYSIDE DJ'S MUST HAVE ALL FINAL SONG REQUESTS SUBMITTED NO LATER THAN TWO (2) WEEKS PRIOR TO YOUR PARTY DATE FOR THE DJ TO HONOR THOSE REQUESTS. THANK YOU.

LAST SONG(S) OF THE EVENING (FAST OR SLOW)

- | | |
|----------|-------------|
| 1. _____ | HONEYMOON |
| 2. _____ | LOCATION |
| 3. _____ | DESTINATION |

WEDDING CEREMONY (If DJ is requested to provide ceremony music)

The wedding ceremony is typically comprised of four (4) parts. Please provide us with information pertaining to each of the following portions of your ceremony.

1. Prelude/Pre-Ceremony (as guests arrive and take their seats)

Song Selection(s)

1. _____
2. _____
3. _____
4. _____

5. _____

2. Processional (can be for parents, bridesmaids or bride only)

Song Selection(s)

(Parents/Mother(s)) _____

(Bridesmaid(s)) _____

(Bride Processional) _____

3. Unity Candle/Psalm Reading (Occasionally music is requested here)

Song Selection(s)

1. _____

2. _____

4. Recessional (after exchanging of vows)

Song Selection: _____

CONTACT INFORMATION (Phone Number/E-Mail)

Home Phone: _____ Cellular Phone: _____

Work Phone: _____ E-mail Address: _____

Balance Due: _____ Overtime/Hour: _____