



**D.J. RECEPTION PLANNER COVER PAGE**

**RETURN AT LEAST 30 DAYS PRIOR TO YOUR WEDDING**

**Brides Name** \_\_\_\_\_

**Grooms Name** \_\_\_\_\_

**Wedding Date/Time** \_\_\_\_\_

**Reception Start Time** \_\_\_\_\_ **End Time** \_\_\_\_\_

**DJ Start Time** \_\_\_\_\_ **DJ for: Reception Only** \_\_\_ **Reception & Ceremony** \_\_\_

**Facility Name/Room** \_\_\_\_\_

**Facility Phone #** \_\_\_\_\_

**Facility Address** \_\_\_\_\_

**Directions** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: Please make sure facility provides DJ with a sturdy covered/skirted table approx. 2 x 8 feet in an area within 25 feet of performance area per the Entertainment Agreement.



Attn: Chris & Malissa Cox  
PO Box 30475; Edmond, OK 73003-0008  
Phone: (405) 659-5930  
Fax: (405) 216-5541

**A+ Entertainment**  
**D.J. RECEPTION PLANNER**

**RETURN AT LEAST 30 DAYS PRIOR TO YOUR WEDDING**

**A+ ENTERTAINMENT GOALS:**

- I. To make sure that at your reception everything runs smoothly and according to your plans.**
- II. To make sure that all of your guests have a great time.**

**Filling out this reception planner completely will help A+ Entertainment meet these goals.**

**GENERAL INFORMATION:**

Bride's Name \_\_\_\_\_ Phone # Work/Cell \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone # Home \_\_\_\_\_  
Groom's Name \_\_\_\_\_ Phone #Work/Cell \_\_\_\_\_  
E-mail \_\_\_\_\_ Phone # Home \_\_\_\_\_  
Date & Time of wedding \_\_\_\_\_ Reception Start Time \_\_\_\_\_  
DJ Start Time \_\_\_\_\_ DJ for: Reception Only \_\_\_ Reception & Ceremony  
\_\_\_\_\_  
Post wedding address & phone #'s \_\_\_\_\_  
\_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip)  
\_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_ (cell)

**DJ:**

How would you like your DJ to dress? \_\_\_ Tux \_\_\_ Suit \_\_\_ Other (explain) \_\_\_\_\_  
DJ personality? \_\_\_ Outgoing \_\_\_ Moderate \_\_\_ Easy Going

**RECEPTION FLOW:**

How would you like to be introduced? \_\_\_\_\_  
(i.e., Mr. & Mrs. John Doe or John & Jane Doe)

Would you like your wedding party introduced? Yes \_\_\_ No \_\_\_

BRIDESMAIDS	ESCORTED BY	GROOMSMEN
1) _____	(Maid/Matron of Honor)	1) _____ (Best Man)
2) _____		2) _____
3) _____		3) _____
4) _____		4) _____
5) _____		5) _____
6) _____		6) _____

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

Receiving Line \_\_\_\_\_ Dinner/Buffer \_\_\_\_\_ Cake Cutting \_\_\_\_\_ Toast to Bride & Groom \_\_\_\_\_  
Bouquet Toss \_\_\_\_\_ Garter Toss \_\_\_\_\_ Dollar Dance \_\_\_\_\_ Other (explain) \_\_\_\_\_

Bride & Groom First Dance \_\_\_\_\_  
(Song Selection & Artist)

Father/Bride Dance \_\_\_\_\_  
(Song Selection & Artist)

and/or

Mother/Son Dance \_\_\_\_\_  
(Optional) (Song Selection & Artist)

Parent's Dance \_\_\_\_\_  
(Optional) (Song Selection & Artist)

Parent's Names \_\_\_\_\_ (Bride's) \_\_\_\_\_ (Groom's)

**MUSIC VARIETY:**

Your DJ will take requests from your guests and play **ONLY** requests based upon **YOUR** music style selections. Please select the music styles you want played at your reception.

\_\_\_ Complete Variety      \_\_\_ 70's      \_\_\_ Contemporary Country  
\_\_\_ Top 40      \_\_\_ 60's      \_\_\_ Polkas  
\_\_\_ 90's      \_\_\_ 50's      \_\_\_ Waltzes  
\_\_\_ 80's      \_\_\_ R&B/Rap      \_\_\_ Big Bands/Swing

Please write some of the songs you know you would definitely like to have played. **For a list of available songs please visit [www.aplusentertainment.biz](http://www.aplusentertainment.biz).**

**TITLE AND/OR ARTIST**

**TITLE AND/OR ARTIST**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to bring music from your personal CD collection?      \_\_\_ YES      \_\_\_ NO

**PARTY STARTERS (Audience participation dances):**

Your DJ will help your guests have fun and become part of your celebration through the use of ice-breaker dances. If you are unsure of what an ice-breaker dance is, please contact us.

- |                      |                        |                         |                                       |
|----------------------|------------------------|-------------------------|---------------------------------------|
| Chicken Dance ** ___ | Cotton Eyed Joe ___    | Country Line Dances ___ | Macarena ___                          |
| Bunny Hop ___        | Hokey Pokey ___        | Locomotion ___          | Cha Cha Slide ___                     |
| Electric Slide ___   | Shout ___              | Twist ___               | YMCA ___                              |
| Conga Line ___       | Ladies Slow Choice ___ | Cupid Shuffle ___       | (with or without Village People hats) |

**\*\*BEST WAY TO START A PARTY (CALL FOR DETAILS)**

Others you may have seen that are not listed \_\_\_\_\_

**SPECIAL ATTENTION, ANNOUNCEMENTS, DEDICATIONS OR REQUESTS:**

In order to help your reception flow smoothly, your DJ will coordinate with your photographer, videographer and caterer.

Photographer \_\_\_\_\_ Company \_\_\_\_\_

Videographer \_\_\_\_\_ Company \_\_\_\_\_

Caterer \_\_\_\_\_ Company \_\_\_\_\_

Are there any special situations or things your DJ should know (i.e., divorce, step-parents, recent funerals, handicaps, etc.)

\_\_\_\_\_  
\_\_\_\_\_

If you would like, your DJ will be happy to announce where you are going on your honeymoon, birthdays, anniversaries or any other special occasions or, you can use the microphone for your own announcements.

Comments \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please return this to A+ Entertainment Attn: Chris & Malissa Cox  
at least 30 days prior to your wedding.**

**Return via:**

- 1) Fax - (405) 216-5541**
- 2) Email - [dj@aplusdjok.com](mailto:dj@aplusdjok.com)**
- 3) Mail - P.O. Box 30475 Edmond, OK 73003-0008**
- 4) Hand delivery during meeting**

**If you have any questions, please call (405) 659-5930**

**A+ Entertainment looks forward to making your special day even more special.**