



RECEPTION PLANNING SHEET

GENERAL INFORMATION

Bride _____ Email Address _____
Work Phone _____ Home Phone _____ Cell Phone _____
Groom _____ Email Address _____
Work Phone _____ Home Phone _____ Cell Phone _____
Event Coordinator or Host/Hostess Contact _____

WEDDING INFORMATION

Groom's Married Name _____ Bride's Married Name _____
Groom's Closest Age 20 25 30 35 40 Bride's Closest Age 20 25 30 35 40
Time of Wedding Service _____:_____ Wedding Service Location _____
Receiving Line At Church Reception Hall No Line
Travel Time from Church to Reception Location (approx.) _____
Formal Photographs Before Service After Service

RECEPTION INFORMATION

Reception Date _____ Reception Time _____:_____ to _____:_____
Reception Location _____
Location Phone _____ Location Contact _____
Number of Guests (approx.) _____ Bridal Party (arrival time) _____:_____ Guests (arrival time) _____:_____

DJ INFORMATION

DJ Set Up Time _____:_____ DJ Dress Formal Informal Casual
DJ Start Time _____:_____ I want my DJ to entergetic & interactive during the show! Yes No
DJ End Time _____:_____ I prefer my DJ to "PLAY IT STRAIGHT" Yes No

111 Lynn Ave - Suite 3 • Ames, Iowa 50014
(515) 233-5699 Fax: (515) 233-6899
Website - www.geewillie.com
E-mail: lynn@geewillie.com

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Disc Jockeys • Interactive Amusement Games • Audio Rentals
Special Events • School Functions • Corporate Events • Weddings



DETAILED INFORMATION

Cake Served at Reception Yes No

No Announcement - Photographer or Wedding Planner Coordinates Cake Cutting

DJ Announces - Photographer or Wedding Planner Coordinates Cake Cutting

DJ Announces and Coordinates Cake Cutting

Blessing Before Meal Yes No Name of person giving blessing_____

DJ Announces Bride/Groom Yes No

DJ Announces Bridal Party Yes No

PLEASE LIST BRIDAL PARTY IN ORDER OF APPEARANCE (phonetic spelling helps emcee)

PLEASE LIST THOSE RESPONSIBLE FOR TOASTS

Best Man_____ Maid/Matron of Honor_____

Bride's Father_____ Groom's Father_____

Other (who)_____ Other (who)_____

PLEASE LIST ANY SPECIAL CIRCUMSTANCES (DIVORCES, DEATHS, HANDICAPS, RE-MARRIAGES, ETC.) (to avoid an awkward situation with announcements or activities)

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PLEASE PLACE NUMBER IN BOX ACCORDING TO DESIRED ORDER

Bouquet Toss Yes No

Garter Toss Yes No

Bride sits on 2 Groomsmen's knees Yes No

Groomsman 1 _____ Groomsman 2 _____

Bride sits on chair Yes No

No removal - toss only Yes No

Dollar Dance Yes No

Couple's First Dance
 Title _____ Artist _____

Parents' Dance
 Title _____ Artist _____

Names of Parents
 Bride's _____

Groom's _____

Wedding Party Dance
 Title _____ Artist _____

Other Special Dances
 Name _____

Title _____ Artist _____

First Dance for All Guests
 Title _____ Artist _____

DJ selects first "all guest" song Tempo: Slow Fast (slow is recommended)



FAVORITE MUSICAL ARTISTS

Bride

Groom

Parents of Bride

Parents of Groom

LIST SONGS, ARTISTS, OR GENRES YOU PREFER NOT PLAYED

INCLUDE SPECIAL INSTRUCTIONS, DIRECTIONS TO VENUE, BIRTHDAYS, ANNIVERSARIES, SPECIAL GUESTS, FAMILY TRADITIONS, ETC.

*THANK YOU FOR YOUR BUSINESS, TIME, AND CONSIDERATION!
CONGRATULATIONS ON YOUR WEDDING AND WE LOOK FORWARD TO PERFORMING AT YOUR RECEPTION!*

E-MAIL TO: LYNN@GEEWILLIE.COM OR FAX TO: 515-233-6899

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