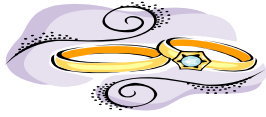


**Wedding Reception
Planning Form**



**Spirit Unlimited
Professional DJ Entertainment Services**

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**This form must be
return at least 30
days prior to event
to ensure all
necessary music is
available!**

WEDDING RECEPTION

Reception Date: _____ Location: _____
Reception Address: _____ City: _____
Reception Phone #: _____ Distance from Wedding to Reception (minutes): _____
Wedding Start & End Times: _____ Dinner Starting Time: _____
Dance Starting Time: _____ Dance Ending Time: _____
Time you expect the first guests to arrive at the reception? _____ How many guests do you expect? _____
How many guests do you expect at your reception? _____
Who can your DJ call in an emergency situation that day? _____ Cell # _____
(Personal attendants or parent) This not just for DJ emergency, but any emergency with the hall or other vendor)

WEDDING PARTY

First/Last MARRIED names: _____

Bridesmaids:

_____ (MOH)

Groomsmen:

_____ (BM)

Parents:

_____ (Brides)

_____ (Grooms)

INTRODUCTIONS

How do you want to be introduced upon entry to reception? _____
("Mr. & Mrs. Smith", "John & Jane Doe" or something else)

Bride & Groom Only Group Grand March Other (specify) _____

MUSIC (Check all that apply. If no song preference named, DJ will choose appropriate music.)

Dinner Music (light instrumental, jazz and related music unless instructed otherwise)
 Cake Cutting **before** / **after** dinner (circle one)
 Love Story Voice Over 1st Song Photo Montage Other _____
 Bride/Groom First Dance Song/Artist: _____
before / **after** dinner? (circle one)

(continued on other side)

