STEVEN VANCE VIOLIN & DJ WEDDING RECEPTION PLANNING SHEET

Wedding Date   **Number of Guests**
Start Time of Reception (including Cocktails)
Couple's Names
Phone(s) and Email(s)

Reception Location
Contact Person at Hall
Contact Info

Do you have a Wedding Planner ? Name and Contact info ?

Name of Photographer
Name of Videographer
I'll be coordinating with them all night so it's nice to know their names.

Music during Cocktails : *Live music or DJ music ?*
Do you want any style emphasized ?
Is this in a separate area from dinner and dancing ?

Music for Introductions : *This could be anything from Vivaldi's "Spring" to "Let's Get Ready To Rumble/Get Ready For This". See a full list on my site or ask me to send it. I do not recommend separate songs for every couple to be introduced because it slows down the momentum but it can be done if you really want it.*

Introductions – *Usually starts with the Parents, then Flower Girls & Ring Bearers, Bridesmaids and Groomsmen, Maid/Matron of Honor and Best Man, and then the Bride and Groom. Grandparents and/ or parents or other special guests can be part of the introduction group or simply recognized at their tables. You can identify as "Sister of the Bride" or "Friend of the Groom" if you wish.*

Parents

Flower Girls & Ring Bearers

Bridesmaids and Groomsmen: *if there are more than 3 couples it might be better to provide a separate list with everyone to be introduced on it in the exact order and pairings with Best Man and Honor Attendant last before you.*

Bride and Groom: *Think about exactly how you want to be introduced i.e. "Mr. and Mrs. Michael Michael Smith", or Mr. and Mrs. Michael and Mary Smith", or "Mike and Mary", ...*

Prayer By: *I often do this first to quiet the crowd.*

Toast(s) By Other Toasts/Welcomes/Greetings/Announcements

Musical Toast: *First Violin Request by the Bride & Groom played for you at the beginning of Dinner- preferably pre-selected. Usually a romantic ballad but other selections are OK. It's a nice Kodak moment but you don't have to do it at all). THIS IS NOT A DANCE. Optional.*

Other Special Requests during Dinner – *(Mom's favorite song, Aunt Mary's Birthday, ...)*

Top 100 Request Lists on the tables: *Yes/No*
This is a single sheet on attractive paper folded table tent-style. One per table. Helps the guests see the variety of tunes they can request and makes it more enjoyable for them.
Number of Tables ?
How many courses during Dinner ?
Are you providing Dinner for me and other musician(s) and/or DJ assistant ?
If so, is there a choice ?
We do not "require" meals but the DJ packages are a long day and your hospitality is appreciated.

Cake Cutting: *Before, During, or After Dinner ? Music selection ? There is a list on my site.*

First Dance Bride and Groom: *Before or After Dinner ?*
You can dance the whole song together. Or invite the Wedding Party to join you in the middle of the song. Or ask all of the guests to join you during the song.

Wedding Party Dance: *Yes/No*

Dance With Parents: *Can be done separately as the Bride and her Father and the Groom and his Mother. Or both pairs together.*

Other Special Dances: *Longest Married Couple, Family traditions, Sing-a-long.*

Bouquet Toss: *Yes/No Song ?*
Garter Removal: *Yes/No Song ?*
Garter Toss: *Yes/No Song ?*
Garter Exchange: *Garter catcher places garter on leg of bouquet catcher. Yes/No Song ?*

Money Dance: *Yes/No*
Do you want the traditional Polka or a collection of slow or other songs ? Shots ? Collecting money ?

Lights *Yes/No*
I have flashing disco lights and a small set of LED's that add some color and flash to the fast dances.

Special Requests /Dedications
You can send a separate list. Almost everything is available online if I don't have it. Or you can send obscure special requests. We recommend 10-15 choices but I can make pick all of the tunes if you want.

DO NOT PLAY

Last Song(s) of the night
Reception End Time   **Should I check for overtime ?**
Balance amount due   **Who will pay ?**

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