



# DJ MAXX SAINT

## Wedding Reception Planner

Client: \_\_\_\_\_

Ceremony  Cocktail Hour  Reception

Event Date: \_\_\_\_\_

Venue: \_\_\_\_\_



## A. CEREMONY

⚠️ If your song choice is from a YouTube Channel please be sure that the music track is available for purchase via iTunes. **Sound quality can't be guaranteed from a YouTube Download.**

**Ceremony Start:** \_\_\_\_\_ **Ceremony End:** \_\_\_\_\_

\_\_\_ **Processional:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Bride's March:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Recessional:** 🎵 Song: “ \_\_\_\_\_ ”

## B. COCKTAIL HOUR

⚠️ Please check with your venue to see if they provide background music. If not, does your venue have audio jacks for DJ access?

**Cocktail Hour Start:** \_\_\_\_\_ **Cocktail Hour End:** \_\_\_\_\_

\_\_\_ Playlist: You can submit a **Spotify Playlist** if you have a particular theme. If not, upbeat music related to your Reception Playlist will be played.

## C. RECEPTION ENTRANCES

⚠️ Your Maître D' will make sure your Wedding Party is lined up at the reception entrance. Your DJ will be present to help. Please make sure nobody is going to do anything whacky. Guests will be recording with their social media devices! Also, double check with the venue when orders for dinner will be filled. For example, orders are taken before your entrance or during speeches and toasts.

**Reception Start:** \_\_\_\_\_ **Reception End:** \_\_\_\_\_

\_\_\_ **Wedding Party Entrance:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Parents of the Bride:** \_\_\_\_\_

\_\_\_ **Parents of the Groom:** \_\_\_\_\_

\_\_\_ **Wedding Party :** Bridesmaids escorted by Groomsmen

First Names Only Please:

_____	_____
_____	_____
_____	_____
_____	_____

\_\_\_ **Maid of Honor and Best Man:** \_\_\_\_\_

\_\_\_ **Ring Bearer and Flower Girl:** \_\_\_\_\_

\_\_\_ **Bride & Groom Entrance:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Bride & Groom Names:** \_\_\_\_\_

⚠️ Depending on the venue, take your time and enjoy this moment when you enter the dance floor area. It makes for great photos when you have a photographer on duty. If you are entering the reception from a stairwell make sure the venue ensures that it's not slippery.

## D. DANCES

⚠️ Do you want your Wedding Party on the dance floor during your first dance or to be seated after the reception entrance? **The Bride and Groom will dance the whole song!** This will give a chance for photographers and guests to capture the best shots. Father and Mother dances are usually cut short.

\_\_\_ **Bride & Groom 1st Dance:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Father & Bride Dance:** 🎵 Song: “ \_\_\_\_\_ ”

\_\_\_ **Groom & Mother Dance:** 🎵 Song: “ \_\_\_\_\_ ”

## E. SPEECHES, TOASTS, PRAYER and/or BLESSING

⚠️ Now the wedding party and guests are seated. Your DJ will prepare the audience to cast their attention soon on anyone about to speak on the mic next.

\_\_\_ **Maid of Honor Speech/Toast:** \_\_\_\_\_

\_\_\_ **Best Man Speech/Toast:** \_\_\_\_\_

\_\_\_ **Prayer/Blessing:** \_\_\_\_\_

## F. DANCE FLOOR OPENS (Before Dinner)

⚠️ Depending on the timing of your venue's kitchen usually a 20-30 minute dance set will open for guests to enjoy. If not, plates or buffet will be served pronto.

## G. DINNER TIME

⚠️ If you have a Buffet I highly recommend your venue coordinate with their servers to escort guests table by table. Announcing guests table by table sounds like a cheap cafeteria. During dinner is a good time to greet your guests table by table after you are done eating.

Approx. Dinner Start: \_\_\_\_\_ Approx. Dinner End: \_\_\_\_\_

## H. WELCOME SPEECH FROM PARENTS OF THE BRIDE

⚠️ It's an old tradition that I have seen done on many occasions. The Parents of the Bride stand at the top of the dance floor and welcomes and/or blesses the Groom, his parents and the family.

Will there be a Welcome Speech?: \_\_\_\_\_

## I. DANCE FLOOR OPENS (After Dinner)

⚠️ If the Bride and Groom are greeting family table by table or taking family pictures table by table please inform your DJ. I'd rather open the dance floor after table by table family pictures are completed. Another idea is a surprise **Groom's dedication song to the Bride**. This will help open the dance floor for other couples to join and it will create a great segue into a dance set.

Will there be a Groom Dedication song to the Bride?: \_\_\_\_\_

⚠️ **DON'T FORGET TO SUBMIT YOUR SPOTIFY, TIDAL, or APPLE PLAYLIST TO YOUR DJ. I will compile all your favorite dance tracks and mix them live at your event.**

\_\_\_ **MUST PLAY SONGS:** (These are the tracks you **must hear** during dancing.)

_____	_____
_____	_____
_____	_____

## J. CAKE CUTTING

⚠️ The first major dance set is done! The venue should have cake cutting occur in a designated area or in front of your head table.

\_\_\_ **ARE THE BRIDE & GROOM MAKING A THANK YOU SPEECH?** \_\_\_\_\_

\_\_\_ **Cake Cutting:** 🎵 Song: " \_\_\_\_\_ "

## K. BOUQUET TOSS

⚠ All the single ladies will be called to the dance floor. If you feel you don't have many single ladies attending then I will call all the ladies, single or married, and say that if you catch the bouquet it will be 100 extra years of good luck to you marriage.

\_\_\_ **Cake Cutting:** 🎵 Song: “\_\_\_\_\_”

## L. GARTER REMOVAL & TOSS

⚠ If you don't want this event to be part of your reception order you can always replace it with the Shoe Game! During the Garter Toss all the single men will be called to the dance floor. I will handle this in the same fashion like the Bouquet Toss.

\_\_\_ **Garter Removal:** 🎵 Song: “\_\_\_\_\_”

\_\_\_ **Garter Toss:** 🎵 Song: “\_\_\_\_\_”

Would the “Garter Catcher” place the garter back on the “Bouquet Catcher?”: \_\_\_\_\_

## M. THE SHOE GAME

⚠ The Shoe Game is a super fun alternative to the raunchy Garter Event! I will explain how this game works at our meeting. To spark your curiosity here are some sample questions below!

- Whose family is crazier?
- Who said I love you first?
- Who is the better at driving a car?

## N. DANCE FLOOR OPENS (Before Dessert)

⚠ The dance floor opens once again before coffee and dessert. A variety of dance and couples songs will be played.

## O. DESSERT TIME

⚠ The dance floor will remain open during this time.

## P. DANCE FLOOR OPENS (After Dessert until the Event End)

⚠ This is when the best of the best will be played and I usually take requests by this time. **Let's Party!**

**DO YOU HAVE A LAST DANCE SONG?:** 🎵 Song: “\_\_\_\_\_”