

Wedding Reception Planner



Please Complete this form by _____ and return to:

File# _____

Bride's Maiden Name _____

Day of Week _____

Groom's Name _____

Reception Date Month Day Year

Your Balance Due that day is _____
(Gratuity NOT included)

Music Time _____

Who should DJ see for payment? _____

Reception Place _____

Who is in charge of the DJ? _____

Reception Address _____

Bride/Groom Current Phone Number _____

Manager & Phone Number _____

Directions to Reception _____

DJ Personality Requested _____ Outgoing _____ Middle of Road _____ Reserved

Introductions

PLEASE PRINT ALL FIRST AND LAST NAMES

Bride's Parents: Mr. & Mrs.

Groom's Parents: Mr. & Mrs.

Bride's & Groom's Grandparents: _____

Bridesmaids

Escorted By

Ushers

Flower Girl: _____

Ring Bearer: _____

Maid or Matron of Honor

Best Man

Bride & Groom (Example: Mr. & Mrs. John and Cathy Doe)

