

MUSIC BOX PRODUCTIONS, INC.
RECEPTION PLANNING SHEET

Ph: 586.790.1519

email: sales@MBProductionsInc.com

Please complete and bring to your planning session with your D.J.

Name: _____ Birthday: _____ Profession: _____

Name: _____ Birthday: _____ Profession: _____

DJ's Attire: (please select one) _____ How many guests? (Approx) _____

Any distinguishing characteristics about your guests? (travelers, ethnicity, partiers, conservative, etc.)

Arrival Times: Guests: _____ Bridal Party: _____

Receiving Line at your _____ ; or will you be doing Table Visits? (select one)

Introduction Songs:

Attendants: _____

Newly Wed Partners: _____

Cake Cutting: _____ dinner Song to cut cake: _____

Toasts: 1. _____ 2. _____ 3. _____

Blessing (by Whom?): _____

Dinnertime: _____ Style (buffet, plated, etc): _____

Will there be a slide show presentation that you will need your DJ to provide sound for?

Who is responsible for the slideshow? _____ Contact number _____

Smooching during dinner by: Clanking Glasses Fishbowl Putting Green Love Songs

Other: _____

Are your DJs invited to dinner?

If yes, where would you like them to be seated? Table # _____ or place card will be provided _____

****Your Disc Jockey will fill this page out with you during your office planning.****

How would you like to be announced for your Grand Introduction?

Attendants of Honor: _____

ATTENDANTS

- | | |
|-----------|-----------|
| 2) _____ | 2) _____ |
| 3) _____ | 3) _____ |
| 4) _____ | 4) _____ |
| 5) _____ | 5) _____ |
| 6) _____ | 6) _____ |
| 7) _____ | 7) _____ |
| 8) _____ | 8) _____ |
| 9) _____ | 9) _____ |
| 10) _____ | 10) _____ |

Flower Girls: _____ **Ring Bearer:** _____

Relationship: _____ / _____

Jr. Brides Maid: _____ **Ushers:** _____

Relationship: _____ / _____

(See next page...)

Parents: _____

Still Married? ; Anniversary? _____ If Divorced, are they still civil to one another?

If Remarried, to whom?: _____

If Single, Escorted by/Dancing with: _____

Parents: _____

Still Married? ; Anniversary? _____ If Divorced, are they still civil to one another?

If Remarried, to whom?: _____

If Single, Escorted by/Dancing with: _____

Grandparents: _____

Grandparents: _____

How would you like your Parents and Grandparents recognized?

Introduced upon arrival with Attendants _____

Standing introductions at their tables _____

Other: _____

Please List the order in which you would like the following specialty dances to occur

Example: 1. Parent Dance 2. First Dance 3. Mother/Son...etc.

First Dance: _____

dinner Memory or story you would like to share (optional):

Parent Dance: _____

Memory or story you would like to share about (optional):

Parent Dance: _____

Memory or story you would like to share about (optional):

Any other specialty dances you would like to add to your celebration?

(Attendants Dance, Brother/Sister Dance, Grandparent Dance, etc.)

Anniversary Celebration Dance: Song: _____

Garter/Bouquet Toss:

1. _____ 2. _____ 3. _____ 4. _____ 5. _____
(Remove Garter) (Toss Garter) (Toss Bouquet) (Garter up girls leg) (Garter up guys leg)

Special announcements such as: shuttle times, dessert table, late night snacks, etc.?

What musical tastes do you share? _____

Musical artists you would like to hear during cocktails & dinner:

_____	_____	_____
_____	_____	_____
_____	_____	_____

MUSIC VARIETY

Please check the music styles you prefer:

- | | |
|-----------------------------------|---------------------------|
| _____ Complete Variety | _____ R & B |
| _____ Top 40 | _____ Big Band / Rat Pack |
| _____ Retro | _____ Rock |
| _____ Disco/Funk | _____ Country |
| _____ Motown & Oldies | _____ Christian |
| _____ House / Techno / Club Dance | _____ Polkas & Waltzes |
| _____ Hip Hop | _____ Ethnic |
| _____ Indie Rock | _____ Other _____ |

Please share the songs that you definitely want your DJ to play during your party.

TITLE AND / OR ARTIST

TITLE AND / OR ARTIST

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please specify any song or type of music you *do not* want played at your event.

_____	_____
_____	_____
_____	_____
_____	_____

When & How did you meet? _____

How long did you date before getting engaged? _____

Do you have a story about the proposal? _____

What do you like to do together? (Movies, Concerts, Sports, Travel, etc.)

Honeymoon Destination: _____

Please provide your vendors' names & contact information:

Photographer: _____ Departure time: _____

Phone: _____ Website: _____

Videographer: _____ Departure time: _____

Phone: _____ Website: _____

Hall Manager: _____

Phone: _____ Email: _____

Shuttle: _____ Times: _____

THANK YOU, WE'RE LOOKING FORWARD TO ENTERTAINING YOU !!!!

MUSIC BOX PRODUCTIONS, INC.

Ph: 586.790.1519

email: sales@MBProductionsInc.com