

Moon River Productions

Reception Planner

Bride's Name _____ Phone # Day _____ Night _____

Groom's Name _____ Phone# Day _____ Night _____

Event Information

Date of Event _____ Number of Guests _____

Event Location _____ Start Time of Event _____

Physical Address _____ Time Guest will Arrive _____

_____ Time Bride & Groom will Arrive _____

City/ State _____ Time dinner will be served _____

Event Location Contact Person _____ Ending Time of Event _____

Location Phone # _____ Earliest Time DJ can set up in location _____

Special Instructions:

Event Order

___ Soft Dinner Music (Guests arrive) _____
___ Announce Bridal Party _____
___ First Dance _____
___ Father/Bride Dance _____
___ Mother/ Groom Dance _____
___ Other Dance _____
___ _____

___ Jazzy Background Music _____
___ Dance Set 1 _____
___ Garter Toss _____
___ Dance Set 2 _____
___ Dollar or Money Dance _____
___ Dance Set 3 _____
___ Last Dance _____

Special Music Selection

First Dance _____ title _____ artist _____

Bride/ Father _____ title _____ artist _____

Groom/ Mother _____ title _____ artist _____

Other _____ title _____ artist _____

