

# WEDDING RECEPTION PLANNER

PARTY SOUNDS (816)405-3012

NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE OF PARTY \_\_\_\_\_

We have created this Planner to assist you in organizing your evening's entertainment. Good planning will help us achieve a party that you and your guests will remember. Your DJ will use this planner as a guide for your event . All this information will be transferred to our online Event Planner . You can access all this information 24 hours a day through our website [www.partysoundskc.com](http://www.partysoundskc.com) .

VIP'S: BRIDE \_\_\_\_\_ GROOM \_\_\_\_\_

Maid of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bride's Maid \_\_\_\_\_ Groom's Man \_\_\_\_\_

Bride's Maid \_\_\_\_\_ Groom's Man \_\_\_\_\_

Bride's Maid \_\_\_\_\_ Groom's Man \_\_\_\_\_

Bride's Maid \_\_\_\_\_ Groom's Man \_\_\_\_\_

Jr.Brides Maid \_\_\_\_\_ Jr.Groom's Man \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

PARENTS: Mother of Bride \_\_\_\_\_ Mother of Groom \_\_\_\_\_

Father of Bride \_\_\_\_\_ Father of Groom \_\_\_\_\_

GRANDPARENTS: Grandmothers: \_\_\_\_\_ Grandmothers: \_\_\_\_\_

Grandfathers: \_\_\_\_\_ Grandfathers: \_\_\_\_\_

ENTRANCE: \_\_\_\_\_ O Announce Bride and Groom O Bridal Party also O No entrance announcement  
How would you like to be announced: \_\_\_\_\_

PRAYER: \_\_\_\_\_ Prayer before dinner is served YES/NO If so by who? \_\_\_\_\_

WELCOME: \_\_\_\_\_ Will there be a welcome speech YES/NO If so by Who? \_\_\_\_\_

Dinner: \_\_\_\_\_ Buffet Dinner Served Dinner Hors d'oeuvres only Other

Cake Cutting: \_\_\_\_\_ Announce YES/NO Song: \_\_\_\_\_

Special \_\_\_\_\_ Title \_\_\_\_\_ Artist \_\_\_\_\_

Dances: \_\_\_\_\_ First Dance \_\_\_\_\_

\_\_\_\_\_ Bridal Party Dance \_\_\_\_\_

\_\_\_\_\_ Parents Dance \_\_\_\_\_

\_\_\_\_\_ Father/Daughter Dance \_\_\_\_\_

\_\_\_\_\_ Mother/Son Dance \_\_\_\_\_

\_\_\_\_\_ Dollar Dance YES/NO \_\_\_\_\_

Special Bouquet Toss YES/NO Song \_\_\_\_\_

Moments: \_\_\_\_\_ Garter Toss YES/NO Song \_\_\_\_\_

Toasts: \_\_\_\_\_ First \_\_\_\_\_ Second \_\_\_\_\_

**Directions**

**Start Time:** \_\_\_\_\_  
**Name of hall:** \_\_\_\_\_  
**Hall Address:** \_\_\_\_\_ **Phone** \_\_\_\_\_  
**Directions to Hall** \_\_\_\_\_

**Ceremony Site:** \_\_\_\_\_  
**Distance from reception location:** \_\_\_\_\_

**Special Attention**

**Party Size:** Under 50    50-150    150-250    Over 250  
**Guests Arrival Time:** \_\_\_\_\_  
**Bridal Party Arrival Time:** \_\_\_\_\_  
**Bride and Groom Arrival Time:** \_\_\_\_\_

**Party Setting:** Inside    Outside    Both

**DJ Attire:** Formal    Business Casual

**Cocktail/Dinner music preference :** \_\_\_\_\_

**Are there any special situations we should know about ?**  
**(i.e. divorce , step parents , recent funerals ect)**

\_\_\_\_\_  
\_\_\_\_\_

**Are there any special occasions we should know about ?**  
**(i.e. Birthdays , Births , Anniversaries ect:)**

\_\_\_\_\_  
\_\_\_\_\_

**Parents of the bride first dance or favorite song** \_\_\_\_\_  
**Parents of the groom first dance or favorite song** \_\_\_\_\_

**Last Dance:** \_\_\_\_\_

**Vendors**

**In order to help your event flow smoothly we will coordinate the evenings events with all your other vendors:**

**Wedding Coordinator** \_\_\_\_\_  
**Hall Manager** \_\_\_\_\_  
**Photographer** \_\_\_\_\_  
**Caterer** \_\_\_\_\_  
**Videographer** \_\_\_\_\_  
**Clergy** \_\_\_\_\_

**Thank You for again choosing Party Sounds.**  
**We are here to help you in any way possible so do not hesitate to contact us at anytime.**  
**Kelly and Susan Howe**  
**Phone (816)405-3012**  
**Website Partysoundskc.com**  
**e-mail Kelly@partysoundskc.com**