

# ALL DANCE SOUND™

## RECEPTION PLANNING GUIDE

Thank you for choosing our service for your special day. The following outline, which represents a traditional reception format, may be helpful for organization of your reception information. Our greatest concern is your satisfaction with our service. Your wedding reception should portray your personality. Please feel free to modify this outline as you desire. We look forward to providing the best entertainment available for your reception.

Bride's name : \_\_\_\_\_ Groom's name : \_\_\_\_\_

Bride's parents names : \_\_\_\_\_ Groom's parents names : \_\_\_\_\_

Date of the event : \_\_\_\_\_ Time of event : \_\_\_\_\_ Number of guests expected : \_\_\_\_\_

Location of event : \_\_\_\_\_

I. Arrival of Guests...approximate time: \_\_\_\_\_

II. DJ starts playing ...time: \_\_\_\_\_. This usually corresponds with guest arrival . We usually play soft background music until the bride and groom arrive. If you have a particular style of music you would liked played, please note here \_\_\_\_\_

III. Arrival of Bride & Groom...time: \_\_\_\_\_. This is always approximate. You should allow yourself time for pictures. Please consider whether your receiving line will occur after your wedding ceremony, during or directly following your arrival at your reception.

A. Presentation of Bride & Groom and wedding party.

1. We can simply introduce the Bride and Groom by name with the wedding party following.

EXAMPLE: Mr. & Mrs. ( ? ? ) and court / and attendants / and wedding attendants.

2. We many times introduce the entire wedding party first, with the Bride and Groom following.

If you prefer this type of introduction, please list names below.

Flower Girl (Miss) \_\_\_\_\_ escorted by ring bearer (Master)

\_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

Ms. \_\_\_\_\_ escorted by Mr. \_\_\_\_\_

**Maid or Matron** of honor ? (circle one)

↑ Ms. \_\_\_\_\_ escorted by best man Mr. \_\_\_\_\_

▶ **LETS ALL STAND AND WELCOME OUR NEWLYWEDS...MR. & MRS.** \_\_\_\_\_

IV. Dining...approximate time: \_\_\_\_\_ The caterer will usually let us know when the food is ready for service. If buffet, we will call for the Bride & Groom to lead, followed by the wedding party, family, and the rest of the guests.

Sometimes we invite your guests by "Captains Call", one table at a time. Would you prefer this? \_\_\_\_\_

V. Toast to newlyweds... We have a wireless mic for you to use at the head table. There are various times either before or after dinner when this tradition works well. We will lower the music, walk out to the head table, welcome your guests, then introduce the person(s) giving the toast. Person(s) names giving toast? \_\_\_\_\_

VI. Cutting of the cake... This can be done before or after dinner. If cut before dinner it can easily be served as desert. If cut after dinner, it should happen in a timely fashion. The sooner it is served, the less goes to waste.

VII. Special Dances:

A. Bride & Groom first dance

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

Would you prefer to dance alone or have the Wedding party Join in? \_\_\_\_\_

B. Father, Bride / Mother, Groom. We can combine these dances if you like.

Father/Bride.. Title \_\_\_\_\_ Artist \_\_\_\_\_ Father's name: \_\_\_\_\_

Mother/Groom.. Title \_\_\_\_\_ Artist \_\_\_\_\_ Mother's name: \_\_\_\_\_

C. Wedding Party

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

Would you like us to invite all your guests to the dance floor half way through this song? \_\_\_\_\_

VIII. Bouquet & Garter toss.

A. Bouquet toss? Yes / No (circle one)

B. Garter toss? Yes / No (circle one)

C. Garter removal song: Title \_\_\_\_\_ Artist \_\_\_\_\_

D. Garter Replacement? (circle one) Yes / no / maybe - decide later at event

Sometimes the gentleman who caught the garter places the garter on the lady who caught the bouquet.

IX. The party continues

Any Special announcements, recognition's, birthdays, or engagements you would like announced?

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X. Novelty Music

Please check the following songs you would like to hear and cross out the songs you would definitely not like to hear. Please place an "R" next to the songs that are to be played only if requested by your guests.

<input type="checkbox"/> Chicken Dance	<input type="checkbox"/> Shout	<input type="checkbox"/> The Stroll	<input type="checkbox"/> Anniversary Waltz	<input type="checkbox"/> Rocky Top	<input type="checkbox"/> Booty Call
<input type="checkbox"/> Hokey Pokey	<input type="checkbox"/> YMCA	<input type="checkbox"/> Limbo	<input type="checkbox"/> Happy Birthday	<input type="checkbox"/> Macarena	<input type="checkbox"/> Strokin'
<input type="checkbox"/> Freestyle (line dnc)	<input type="checkbox"/> Locomotion	<input type="checkbox"/> The Twist	<input type="checkbox"/> Charleston	<input type="checkbox"/> White Lines	
<input type="checkbox"/> Hawaii 5 0	<input type="checkbox"/> Electric Slide	<input type="checkbox"/> Polka	<input type="checkbox"/> Cotton Eyed Joe	<input type="checkbox"/> Cha Cha Slide	

ANY SONGS YOU DO NOT WANT PLAYED THAT YOU DID NOT LIST ABOVE? \_\_\_\_\_

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All Music that does not appear on "All Dance" song list must be submitted 3 weeks prior to your event. As part of our service, we will go over this planning guide and song list with you and adapt it to your individual needs. We will always be just a phone call away from any changes and/or modifications. Thank you for your time completing this questionnaire.

**"All Dance Sound" 7517 Miami Ave. Cinti. Oh. 45243 (513-731-6235)**  
**Please book "All Dance Sound" 3 to 12 months in advance to insure availability**