

WEDDING RECEPTION WORKSHEET

Directions on how to save and resend this document

This document may take several weeks to complete..... so, before you do any filling in of this forms, Please rename it and save to a folder on your desktop so it will save your work.

To make a folder on your desktop

1. Go to your desk top on your computer and right click with your mouse.
2. Click New, Then folder.
3. Name the folder (*your Name*, Wedding) i.e. *Smith Wedding*

To save this file

1. Open the document from your e mail
2. Go to file, save as, and look for your new folder on your desktop.
3. Click save as and name your file (*your name* wedding worksheet) i.e. *Smith Wedding Worksheet*

To re-send this file back to Audio Xplosion Entertainment

After you have completed this form, re send it back to Audio Xplosion by E~Mail to. Ryan@audioxplosionentertainment.com or Juan@audioxplosionentertainment.com

1. Go to your E~mail
2. Compose a New Letter
3. Click Attach Files, then look in your desk top folder you made and find the form you wish to sent back. Attach the file and re send it.

WEDDING RECEPTION WORKSHEET

Typical 4 to 5 hour Wedding Reception

These are the traditional highlights of a (5 Hour) Wedding Reception. They are listed in the most popular order. If you require a different order, simply re-number the events, in (box 2) provided to the right of the already numbered (box 1) If you are having a (4 Hour) Reception times of events will slightly change.

Order of Events:

	Upon Entrance	After Dinner
Do you want first dance to be at entrance of hall, or after dinner		

1. Box 2 is for re-numbering the order of events.
2. If you wish to change the order please do so below
3. If you wish to delete an event put and X in BOX 2
4. If you wish to add Events use the Blank Spaces Provided and we will add them in Accordingly.

Box 1	Box 2	Time of Event	Average Time Spent on this Event	(Would you like this event at your wedding)	Y	N
1			60mins: Hors d'oeuvre & Cocktail Hour			
2			5mins: Introducing the Wedding Party (as listed in order below)			
3			5mins: Toast by Best Man or Others			
4			5mins: Blessings (Officiated of Ceremony, or a family member)			
5			75mins: Sit down Dinner or Buffet			
6			30mins: Open Dancing (While Bride and Groom Greet Guests)			
7			5mins: First Dance			
8			5mins: Bride & Father Dance / Other			
9			5mins: Groom & Mother Dance / Other			
10			5mins: Cutting of the Cake			
11			15mins: Bouquet Toss			
12			15mins: Garter Toss			
13			55mins: Resume Open Dancing			
14			5mins: Closing Announcements:			
15			5mins: Last Dance			



Again, please use this box if you wish to re-number the order of events and use the empty boxes if you wish to add new events



(203) 982-0634

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Last Name's
Date of Wedding
Contact Numbers

Bride's Information:

Name:	
Address:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email:	

Groom's Information:

Name:	
Address:	
Home Phone:	
Work Phone:	
Cell Phone:	
Email:	

Wedding Reception Information:

Reception Location	
Reception Address	
Reception Hall Phone #	
Earliest Time for DJ Set-Up	
Guest Arrival Time	
Start / Stop Time of Wedding	
Name of Coordinator	
Emergency Contact Number	
Directions:	
Notes:	

How would you like your DJ to dress?

Formal	Semi-Formal	Casual	Other
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Reception will be held:

Indoors		Outdoors with Shelter		Outdoors without Shelter	
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Wedding Party Information:

Upon Arrival we would like the following Parties Introduced into the room (in order of entrance)

Entrance Song (if any)

Title:	Artist:
Notes:	

Please Enter in Space Provide if they will be (Seated or Entering)

Bride's Parents:		
Extra Parents if re-married		
Groom's Parents:		
Extra Parents if re-married		
Bride's Maternal Grandparents:		
Bride's Paternal Grandparents:		
Extra Grandparents if re-married		
Extra Grandparents if re-married		
Groom's Maternal Grandparents:		
Groom's Paternal Grandparents:		
Extra Grandparents if re-married		
Extra Grandparents if re-married		

Bridal Party:

Entrance Song (if any)

Title:	Artist:
Notes:	

Un Escorted Ushers:

Ushers:	
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Un Escorted Brides Maids:

Brides Maids:	
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Brides Maids:

Escorted By Groomsmen:

1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15

Maid / Matron of Honor: Please Indicate

Best Man:

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Flower Girls:

--	--

Ring Bearers:

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For Introduction Please Announce Bride and Groom as:

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Entrance Song (if any)

Title:	Artist:
Notes:	

Toasts/Blessings:

A Toast before Dinner will be given by:

Notes:

A Blessing will be offered by:

Notes:

One Hour of Dinner Music (Various Instrumentals)

Special Requests Below

Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
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Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:

Cake Cutting Song:

Title:	Artist:
Notes:	

Bride & Groom First Dance:

Title:	Artist:
Notes:	

Father Daughter Dance:

Title:	Artist:
Notes:	

Mother Son Dance:

Title:	Artist:
Notes:	

Dollar Dance: (Optional)

Title:	Artist:
Notes:	

Other: (Optional)

Title:	Artist:
Notes:	

Other: (Optional)

Title:	Artist:
Notes:	

Garter / Bouquet Toss Instructions:

<i>Will Bride Toss the Bouquet</i>	
Will Groom Remove and Toss Garter	
Will Person who Caught Garter Place it on the Leg of the Person who Caught Bouquet	

Bouquet Toss Song:

Title:	Artist:
Notes:	

Garter Toss Song:

Title:	Artist:
Notes:	

More Open Dancing:

Special Requests Below

Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:
Title:	Artist:

Last Dance:

Title:	Artist:
Notes:	

Special Information

Special Events and Announcements

(Birthdays, centerpiece give-aways, post-reception party, etc.):

Notes:

Ethnic Backgrounds (if any)

Bride:	Groom:
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General Notes to Audio Xplosion Entertainment:

Notes:



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Customer Name

Date of Event

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Bill of Sale

Price

Sub Total	
Delivery / Set-Up	
Total	
Deposit	
Tip	
Balance	

Signature _____

Date ____ / ____ / ____