

Special Moments Entertainment

making your memories special...

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Congratulations on your engagement, and the "exciting" night to follow! Your Wedding Reception!

We believe that great music, entertainment, and experience can make your "Special Day", a memorable one! One to cherish for a lifetime! We professionally coordinate your evening with all parties involved! Let us worry about the details, so you don't have to! Please take the time to fill out all the info. required, to help us create your night, just the way you imagined it!

Reception Planning Guide

General Information

Date: _____ Reception Location: _____

Contact person: _____ Phone _____

Address _____

Email Address _____

Wedding Planner: _____ Phone _____

Address _____

Email Address _____

Bride/Partner's Name: _____ Phone _____

Address _____

Email Address _____

Groom/Partner's Name: _____ Phone _____

Address _____

Email Address _____

Other Contact Person: _____ Phone _____

Address _____

Email Address _____

General Information (cont.)

Photographer: _____ Phone _____
Email Address _____

Videographer: _____ Phone _____
Email Address _____

Bridal Party Grand Entrance Song: _____

B/G, Partner/Partner G. Entrance Song: _____

B/G, Partner/Partner Names: _____

Bridesmaids

1. Maid/Matron of Honor:

- _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Flower Girl(s):

1. _____
2. _____

Jr. Bridesmaid(s):

1. _____
2. _____

Groomsmen

1. Best Man:

- _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Ring Bearer(s):

1. _____
2. _____

Bride/Partner's Parents: _____

Groom/Partner's Parents: _____

Bride/Partner's Grandparents: _____

Groom/Partner's Grandparents: _____

Reception Items:

The following items may take place at your reception. Please check all that apply, and number in sequence, if you have a preference.

X	Order	Music Selections
___	Grand Entrance	___ Complete Variety
___	Receiving Line	___ Big Band
___	Dinner/Bufferet	___ Oldies
___	Dinner Vocalist Show	___ Disco
___	Toast	___ Motown
___	Prayer	___ Alternative
___	Word of Thanks	___ 80's
___	Cake Cutting	___ Hard Rock
___	Bouquet Toss	___ Rap
___	Garter Toss	___ Country
___	Bride/Groom Dance	___ Polkas & Waltzes
___	Father/Bride Dance	___ Ethnic (Latin, etc.)
___	Mother/Son Dance	___ Techno
___	Other: _____	___ Other: _____

B/G, Partner/Partner Dance: _____

Wedding Party Dance: _____

Father/Bride/Partner Dance: _____

Mother/Son/Partner Dance: _____

Favorite Requests:

_____	_____
_____	_____
_____	_____
_____	_____

Specific Songs/Types of Music you wish not to be played at your Reception: _____

_____	_____
_____	_____
_____	_____

Favorite Requests for Dinner/Vocalist Show (Optional)

What Time Does Dinner/Buffer Begin: _____

Buffer/Sit Down/Family Style (Circle One)

Is Your DJ and Assistant invited to Dinner? ____ Yes ____ No

Prayer Before Dinner Given By: _____

Toast Before Dinner Given By: _____

Word of Thanks Given By: _____

Bride/Groom, Partner/Partner will Kiss during Dinner By:

Group Love Songs: ____ **Bells Ringing:** ____ **Glasses Clanging:** ____

Other: _____

Wedding Party Arrival Time: _____

DJ's Dress Attire: ____ Tux ____ Suit ____ Casual

Special Announcements (Anniversaries, Birthdays, Special Thanks, etc.) _____

We'd like to "Thank You" for letting us be a part of your "Big Day"! We hope that this day was Exciting, Fun, and that these "Special Moments" will be cherished for a lifetime! Congratulations!