

# PartysByLee Wedding Reception Planner

Please fill out this questionnaire and return to us at **9 Robin Hill Rd, Waterford, Ct. 06385.**

This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet. After returning this form, please notify us of any changes. Thank you

**INTRODUCTIONS** Please number the following in the order you would like to have announced.

\_\_\_\_\_ Parents of the Bride \_\_\_\_\_

\_\_\_\_\_ Parents of the Groom \_\_\_\_\_

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

\_\_\_\_\_ Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

\_\_\_\_\_ Bridesmaid \_\_\_\_\_ Groomsman \_\_\_\_\_

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

\_\_\_\_\_ Bride \_\_\_\_\_ Groom \_\_\_\_\_

How would you like to be introduced? Mr. & Mrs. \_\_\_\_\_

## DANCES

Bride & Groom Dance:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Groom & Mother Dance:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Bride & Father Dance:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Wedding Party Dance:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Garter Catcher & Bouquet Catcher's Dance:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Other Dance: (If chosen)

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

## MUSIC

Music for the Cutting of the Cake:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Music for the Removal of the Garter:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Music for the Bouquet Toss:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Music for the Garter Toss:

Song \_\_\_\_\_

Artist(s) \_\_\_\_\_

Music for the Garter Catcher to dress the garter:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Bouquet Catcher to dress the garter:  
Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Music for the Dollar Dance (If Chosen):

Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

Song \_\_\_\_\_  
Artist(s) \_\_\_\_\_

## Reception Event Order

This is for you to use as a guideline in planning your wedding reception. Please insert a number next to each event. Start with number 1 and follow in numerical order. All events are optional, please put a line through any event to eliminate.

\_\_\_\_\_ **Background Music** will be played during the arrival of the guests.

\_\_\_\_\_ **Wedding Party Announcements** The DJ and DJ assistant will announce the wedding party. Time: \_\_\_\_\_

\_\_\_\_\_ **Toast** The best man will be introduced. Wireless microphone is available. Before or After dinner is served? Please circle one.

\_\_\_\_\_ **Other Toasts** Please circle. Father of the Bride Father of the Groom Maid of Honor Groomsman Bridesmaid

\_\_\_\_\_ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.

\_\_\_\_\_ **Food Service** will be announced and dinner music will be played. Time: \_\_\_\_\_

\_\_\_\_\_ **Cake Cutting** announced and attention will be directed towards the cake and the Bride & Groom.

\_\_\_\_\_ **Special Dance - Bride & Groom** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Bride & Father** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Groom & Mother** will be introduced and their special song played.

\_\_\_\_\_ **Special Dance - Wedding Party** will be invited onto the dance floor to dance to a song selected by you.

\_\_\_\_\_ **Other -**

\_\_\_\_\_ **Dancing** to your music selections along with appropriate requests from your guests.

\_\_\_\_\_ **Garter Removal & Toss** The bride sits down and the groom uses only his teeth to take the garter off the bride. We will then call the groom and the single men to the dance floor. Next, we will give a countdown for the toss.

\_\_\_\_\_ **Bouquet Toss** We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.

\_\_\_\_\_ **Garter Catcher dresses the Garter on the Bouquet Catcher's leg** They will be introduced and your chosen song played.

\_\_\_\_\_ **Bouquet Catcher dresses the Garter on the Garter Catcher's leg** They will be introduced and your chosen song played.

\_\_\_\_\_ **Special Dance - Couple who caught Garter & Bouquet** Their special song played.

\_\_\_\_\_ **Dancing** to more dance music until the end of your reception.

For the next section, please also consider the music requests from your guests.

Songs and/or types of music you **DO NOT** want to hear:

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Songs and/or types of music you **DO** want to hear:

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Last song / dance of the night:

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Birthdays or Anniversaries to be announced:

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**Avalanche Dance** Yes / No (Please circle one)

This is great way to get all your guests onto the dance floor. Here's how it works... The wedding party is called onto the dance floor and a song is played (The song is a fast song) and the wedding party begins dancing. Now, when they hear the music stop, each person will go into the audience and bring back a different dance partner to the dance floor. Then, when everyone comes back to the dance floor, the dancing begins again. This cycle continues until everyone is on the dance floor. This dance is usually done at the beginning of the open dancing.

**Optional Specialty Dances** Please check the dances that you would like to have.

☐ Dollar Dance ☐ Chicken Dance ☐ Hokey Pokey ☐ Cha-Cha Slide ☐ Hustle ☐ Macarena ☐ YMCA

Any additional comments or anything special you would like to add for your wedding reception?

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May we take pictures at your wedding reception to post on our website? Yes / No (Please circle one)

**www.PartysByLee.com**

Your time and effort put forth into completing this planner is greatly appreciated!  
Please complete and mail back to us by the date indicated on the top of the first page.  
You will receive a phone call the week of your wedding reception to confirm the details on this wedding planner.