



## **WEDDING RECEPTION PLANNER**

Please help us to serve you better by providing us with the following information. Your answers will help us make your wedding day more enjoyable. To ensure that everything goes as smoothly as possible, please return this form at least seven (7) days prior to your wedding date. If you have any questions, please do not hesitate to contact us. Our contact information is on the last page of this document. **Please note that the information you provide in this document is not considered an extension of your contract.**

# BASIC INFORMATION

Date of Function	
Name of Bride	
Bride Phone Number	
Name of Groom	
Groom Phone Number Phone Number	
Emergency Contact Name	
Emergency Contact Phone Number	

Reception Location	
Reception Location Address	
Reception Room Name	
Name of Facility Contact Person	
Phone Number of Facility Contact Person	
Reception Location Website	

Guest Arrival Time	
Set Up Time	
Is The Reception On The Main Floor Of The Venue	
Is There Elevator Access In The Venue	

# DJ TO SET UP

On Stage	On Platform	On Floor
<p>Please check one of the 3 options above. Also, please ensure that your DJ has at least one eight foot table available for use. Preferably skirted. <b>***PLEASE NOTE: PLASTIC TABLE CLOTHS AND/OR SKIRTS CAN NOT BE USED AS THEY CAUSE STATIC ELECTRICITY AND WILL INTERFERE WITH OUR EQUIPMENT. FABRIC TABLE CLOTHS &amp; SKIRTS ARE PREFERRED. PLEASE LET US KNOW IF THIS REQUEST CAN BE ACCOMMODATED.</b></p>		

# COCKTAILS

Please complete only if you have booked to have music at your cocktail hour with us. **\*\*\*PLEASE NOTE: IF THE MC OR ANY OF YOUR GUESTS HAVE SOMETHING SPECIAL PLANNED AND NEED THE ASSISTANCE OF THE DJ, PLEASE INSTRUCT THEM TO CONTACT US AT LEAST 3 WEEKS PRIOR TO YOUR WEDDING DATE.**

Scheduled Time For Cocktails		
Do You Have A MC?	Yes	No
Name Of MC		
Introduction Of Bridal Party	MC	DJ
Bridal Party Arrival Time		
Entrance Song		

**Please Note: If you DJ is announcing the bridal party, please write a list of their names in order of entrance along with pronunciation of any awkward names.**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

# DINNER

Scheduled Time For Dinner		
DJ To Announce Table Order	Yes	No
Will You Provide A Meal For The DJ	Yes	No

# CAKE CUTTING

Time Of Cake Cutting	
Song To Be Played	
Any Special Instructions / Announcements...	

# SOCIAL MEDIA

<b>If you are planning on using social media for your wedding, please provide usernames, page names &amp; hashtags for the following</b>	
Facebook	
Twitter	
Instagram	
Pinterest	
Google+	

# GARTER & BOUQUET

Garter Song		
Bouquet Song		
Are You Having A Late Lunch	Yes	No
Time Of Late Lunch		
Departure Announcement	Yes	No
Departure Song		

# SLIDESHOW

Are You Having A Slideshow	Yes	No
DJ To Run Slideshow	Yes	No
Facility To Run Slideshow	Yes	No

Slideshow Notes:

**Please Note: Pulse Productions Inc. does require a copy of your slideshow approx. 5-7 days prior to your wedding date to ensure that it will run on our system. Please ensure that the slideshow is in .MP4 or .MOV video format for best results. Pulse Productions Inc. no longer supports Windows PowerPoint & Apple Keynote as a slideshow presentation. Please supply the slideshow on a USB Flash Drive as Pulse Productions Inc. no longer supports digital media disc's**

# DANCE

First Dance	
Title	
Artist	
People Dancing	

Second Dance	
Title	
Artist	
People Dancing	

Third Dance	
Title	
Artist	
People Dancing	

Fourth Dance	
Title	
Artist	
People Dancing	

# VENDORS

Photographer	
Caterer	
Wedding Planner	
Other	

# MUST PLAY

Please add a maximum of 10 must play songs.

# DO NOT PLAY

Please list any songs you do not want to be played at your wedding.



# MUSIC REQUESTS

The key to a successful event is flexibility. We strongly recommend you allow your DJ to incorporate a good mix of all categories of music throughout the evening in order to appeal to all of your guests.

If there is any ethnic or regional backgrounds that may require specific music (Italian, Portuguese, Ukrainian, etc.) please list the titles and artists. We are CONNECT Music licensed so that means you are welcome to bring in your own media even if they were compiled on a computer. This option is available to you for the reason that there are many versions of one song. To eliminate any confusion of a particular song, we encourage you to bring in your own media so that there will be absolutely no confusion. **(Please Note: Pulse Productions Inc. does not utilize the use of CD's or DVD's. Please ensure any media you bring in is on a USB Flash Drive)**

Our music selection is one of our top priorities and one of the best in the business. Our extensive music and video library covers a 90 year period of all types of music with something for everybody. Your guests are likely to include a wide range of different backgrounds, ages and musical preferences, and will no doubt have some requests throughout the evening. We welcome requests and at the DJ's discretion will play as many requests that he/she deems suitable/appropriate for your event.

If you need any assistance with the completion of this planner, musical choices, etc. please call or email us.

**\*\*Please Note: the completion of this planner is for informational purposes only and is not to be considered an extension of your contract. Any additional services or time requests other than stated in your contract must be approved by Pulse Productions Inc. Management. Additional charges may apply.\*\***

**THANK YOU FOR CHOOSING PULSE PRODUCTIONS INC!!!  
WE LOOK FORWARD TO WORKING WITH YOU!!!**