MOMENTS IN TIME DJ RECEPTION PLANNER

EMAIL TO:

planning@mitdj.com

Please have this form completed and sent in one month prior to your wedding date.

GENERAL EVENT & CONTACT INFORMATION

Couples Names: _____

Contact Phone: _____ **Contact Email:** _____

Wedding Date: _____ **Contracted Hours Of Service:** _____ **am or pm -** _____ **am or pm**

Reception Location: _____ **Expected Amount of Guests:** _____

COCKTAIL HOUR

What time is cocktail hour?: _____

What type of cocktail music would you like to have?: _____

****If you have a Spotify, Apple Music, YouTube, Amazon Music, or TIDAL playlists please email us the link when you send in planner**

INTRODUCTION OF WEDDING PARTY

Are you having a bridal party grand entrance?: Yes ☐ **No** ☐ **If yes, what time?:** _____

If yes, how would you like your bridal party to enter the space?:

As Couples: ☐ **All Bridesmaids Together & All Groomsmen Together:** ☐

WALKING IN AS BRIDESMAIDS & GROOMSMEN

****No specific names needed just song choices**

Bridesmaids Song: Artist: _____ **Song Title:** _____

Groomsmen Song: Artist: _____ **Song Title:** _____

Married Couples Song: Artist: _____ **Song Title:** _____

WALKING IN AS COUPLES?

****See next page for specific names needed**

Bridal Party Song: Artist: _____ **Song Title:** _____

Married Couples Song: Artist: _____ **Song Title:** _____

AS COUPLES - BRIDAL PARTY LINE UP

**It is up to you if you'd like to include Flowergirl/s, Ringbearer/s and Ushers

Flowergirl/s: _____ **Ringbearer/s:** _____

Ushers:

1. _____ **2.** _____ **3.** _____ **4.** _____

Bridesmaids and Jr. Bridesmaids	**Groomsmen and Jr. Groomsmen**
1. _____	**1.** _____
2. _____	**2.** _____
3. _____	**3.** _____
4. _____	**4.** _____
5. _____	**5.** _____
6. _____	**6.** _____
7. _____	**7.** _____
8. _____	**8.** _____

Maid or Matron of Honor: _____ **Best Man:** _____

Married Couple's Names: _____

DINNER TIME

Will you be cutting a cake?: Yes ☐ **No** ☐

Will you be cutting the cake before or after dinner? Before ☐ **After** ☐

- If yes, what song would you like played during the cake cutting?:

Artist: _____ **Song Title:** _____

What time is dinner?: _____

What type of dinner music would you like to have? _____

**If you have a Spotify, Apple Music, YouTube, Amazon Music, or TIDAL playlists please email us the link when you send in planner

WHO NEEDS THE MIC

Will there be a welcome speech?: Yes ☐ No ☐

- If yes, before ☐ during ☐ or after ☐ dinner.

The welcome speech will be given by?: _____

Will there be a blessing?: Yes ☐ No ☐

The blessing will be given by?: _____

Will there be a toasts or bridal party speeches?: Yes ☐ No ☐

- If yes, before ☐ during ☐ or after ☐ dinner.

The toasts or speeches will be given by?:

1. _____ 2. _____ 3. _____ 4. _____

LET'S GET DANCIN'

Will any of the dances below be done prior to dinner? Yes ☐ No ☐

- If yes, which dances: Bride and Groom: ☐ Father/Daughter: ☐ Mother/Son: ☐

Bride and Groom Dance:

Artist: _____ Bride Name: _____

Song Title: _____ Groom Name: _____

Father and Daughter Dance:

Artist: _____ Father Name: _____

Song Title: _____ Bride Name: _____

Mother and Son Dance:

Artist: _____ Mother Name: _____

Song Title: _____ Groom Name: _____

All Couples Dance: **A great way to get everyone out on the dance floor

Artist: _____

Song Title: _____

Will there be any other special dances? Yes ☐ No ☐

- If yes, which dances would you like to have?:

Names Of Dancers: _____ Names Of Dancers: _____

Artist: _____ Artist: _____

Song Title: _____ Song Title: _____

OPEN DANCE OPTIONS

Will you be tossing the bouquet?: Yes ☐ No ☐

- If yes, what themed song would you like when tossing the bouquet:

Artist: _____ Song Title: _____

Will you be removing the garter?: Yes ☐ No ☐

- If yes, what themed song would you like when removing the garter:

Artist: _____ Song Title: _____

Would you like any theme type dances?: Yes ☐ No ☐

If yes, which would you like to have: (examples of theme dances: The Git Up, The Wobble, Cupid Shuffle, Cha Cha Slide, etc.)

_____

What time would you like the last dance?: _____

What song/s would you like played for the last dance?:

Last Dance? Artist: _____ Song Title: _____

Private Last Dance? Artist: _____ Song Title: _____

ITINERARY/TIMELINE

****If you have an itinerary or timeline please submit that in an email along with this planner. We will staple the itinerary to the plans**

PLAYS & DO NOT PLAYS

****If you have a Spotify, Apple Music, YouTube, Amazon Music, or TIDAL playlists please email us the link when you send in planner**

PLAYS **DON'T PLAYS**