



CarTunes Mobile DJ Service

A family-friendly entertainment service
with a notable difference!

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Wedding Reception Planner

Contact Information

Bride's Name:

Groom's Name:

Phone:

Phone:

Location Information

Name/address of establishment:

Contact name:

Phone:

Primary room name/location:

Floor (ground, second, etc.):

Do we have to provide music in other room(s) at any time (*such as for "meet & greet" / cocktail hour*)? If so, what, where and when?:

General Information

Date of Reception:

Start Time:

End Time:

Approximate Number of Guests Expected:

Is there "dead air time" during which we shouldn't play?

When?

Contact Information For Other Party Professionals

Please give business name, contact name, and phone number for each of the following.

Party Planner:

Videographer:

Caterer:

Baker (Cake):

Photographer:

Other:

Order of Events

Notes: The printed order of events is only a suggestion. Every reception is different, and this is YOUR reception. Any event may be added, removed, or rearranged as long as it is clearly indicated in the table below. Times will vary so just approximate. **Sequence is actually more important.**

Remember to review this schedule with your caterer!

<u>Sequence</u>	<u>Time</u>	<u>Event</u>
		Meet & Greet / Cocktail Hour <i>(if DJ is providing music for it)</i>
		Grand Entrance
		Blessing
		Salad
		Toast
		Meal
		Cake Cutting <i>(the caterer might prefer this to be done prior to serving the meal to give them time to prepare it for dessert so check with them)</i>
		Dessert
		First Dance
		Wedding Party Dance <i>(can be combined with first dance)</i>
		Father/Daughter Dance <i>(can be combined with Mother/Son Dance)</i>
		Mother/Son Dance <i>(can be combined with Father/Daughter Dance)</i>
		Open Dancing
		Bouquet / Garter <i>(this can also be done prior to the First Dance)</i>
		Open Dancing
		Last Dance

Detailed Information for Specific Events

Meet & Greet / Cocktail Hour

Will this be in same room as main reception?

If not, what room is it in?

Music for cocktail hour *(suggested genres are big band, soft jazz, soft show tunes, or slow rock/pop):*

Dinner Music

Music during dinner *(suggest starting with either classical, light jazz, or soft show tunes, moving into big band, pop):*

Reception Grand Entrance / Introductions

Introductions can be performed by CarTunes' MC (Master of Ceremonies), or by someone else. (*Requests to change this at the reception will only be honored if given directly by the Bride or Groom to the MC.*) Who will be performing the introductions?

Suggested order of introductions (*note: you can opt to have the grandparents rise from their seats and recognize them there. Please note the order. If you would like the order changed, please re-number each item in the left-hand margin:*

1	Bride's grandparents	Names:
2	Groom's grandparents	Names:
3	Ushers	Names:
4	Bride's parents	Names:
5	Groom's parents	Names:
6	Bridesmaids and Groomsmen	[Enter names in table below--two per cell if combined]
7	Maid/Matron Of Honor (<i>Can be combined with Best Man</i>)	[Enter names in table below--two per cell if combined]
8	Best Man (<i>Can be combined...</i>)	[Enter names in table below--two per cell if combined]
9	Ring bearer & Flower girl	[Enter names in table below--two per cell if combined]
10	Bride and Groom	[If I don't know who they are by now, hire someone else!]

There are a number of "theme" introductions that you can choose from. We recommend upbeat music. Some suggestions follow or add your own:

Chicago Bulls Introduction – Sirius (Alan Parsons Project)
[This one really gets the crowd on their feet!]

Blues Brothers Introduction – Peter Gunn Theme for wedding party building up to live Blues Brothers intro music for Bride and Groom *[Just plain fun!]*

Elvis Style Introduction – live "Elvis Intro" version of 2001 A Space

Odyssey into beginning (music only) of CC Rider *[Nostalgic]*

The Dating Game Introduction – Spanish Flea (Herb Albert And The Tijuana Brass) plays while MC gives a little "background" on each of the individuals in the wedding party (provided there aren't 12 people in the wedding party) *[For a real personalized touch]*

Classic Traditional Introduction – using Classical or Light Jazz instrumental music *[Classy]*

Please list those to be introduced during the grand entrance in the order they will be introduced. *Use back or additional sheets if necessary. If you want, interesting tidbits of information about relationships to you can be announced—if so, please write details in "How to Introduce".*

<u>Name(s)</u>	<u>Phonetic Pronunciation(s)</u>	<u>How to Introduce</u>

For bride and groom, please clearly indicate how to introduce. Some common possibilities (*given Jane Doe marrying John Buck*):

Mr. and Mrs. John Buck

John and Jane Buck

Jane and John Buck

Grace (or other blessings)

Blessing

Name of person (with phonetic pronunciation) to be introduced to lead blessing

Toast

Name of person (with phonetic pronunciation) who will give the toast (usually the Best Man, could also be the Best Man and Maid/Matron Of Honor together):

Should person giving the toast be introduced, or simply handed the microphone (circle one)?

Will there be other people offering toasts? If so, describe:

After the toast, should the MC ask "does anyone else want to say something to the bride or groom or offer a toast?"

After the toast, should the MC ask "do the bride or groom have anything to say?"

Requests for "Kisses"

Please indicate the method by which you prefer to have requests made (circle one or add your own):

Tap glassware with eating utensils

Jingle keys

Sing line of song with the word "love" in it

Other:

Cake Cutting

Music to play during cake cutting (suggestions follow or add your own):

When I'm 64 (Beatles)

Sugar Sugar (The Archies)

How Sweet It Is To Be Loved By You (James Taylor)

I Wanna Grow Old With You (from 'The Wedding Singer')

First Dance

Music for first dance (song title and artist):

You can have us invite your guests to join in partway through the above song, or we can invite them up when the next song begins. We can have the wedding party join you first and invite the rest of the guests to join in one verse later, or we can invite all of the guests (including wedding party) to join in at the same time. **When and how do you want us to invite other guests to join in?**

If the wedding party will be dancing to a different song, **please note it here:**

Suggestions: Friends (Michael W. Smith)

That's What Friends Are For (Dionne Warwick)

Father/Daughter and Mother/Son dances

Father/Daughter and Mother/Son dances can be combined or can be separate. Do you want them together or separate (circle one)? If separate, who dances first: Father/Bride or Mother/Groom (circle one)? If separate, also indicate which song for each below.

Music for Father/Daughter and Mother/Son dance (suggestions follow) (circle one or add your own):

Wind Beneath My Wings (Bette Midler)

Daddy's Little Girl (Al Martino or Mills Brothers)

Butterfly Kisses (Bob Carlisle)

You've Got a Friend (James Taylor) (If someone other than Father / Mother)

Song For Mama (Boyz II Men)

We can invite all fathers/daughters and all mothers/sons to dance instead of just the brides and/or grooms alone. Do you want to do this?

Dancing

How do you want to start off the general dancing after the Father/Daughter and Mother/Son dances? *We recommend playing one additional slow song, and then going into a high-energy follow-along dance.* Some specific suggestions follow.

Here are some popular slow songs:

Unchained Melody (Righteous Brothers)

Can't Help Falling In Love (Elvis Presley)

Can You Feel The Love Tonight (Elton John)

Unforgettable (Natalie and/or Nat King Cole)

Special Dances

Do you want to have "family fun" dances (chicken dance, hokey-pokey, conga line, etc.)?

For instance: I can invite all the guests to circle the Bride and Groom. I will tell them there is a tradition of love surrounding the couple at a wedding, the greater the number of people surrounding them increases the years of a happy and healthy marriage. Very seriously ask everyone to join hands, and then, surprise!, hit them with the Hokey Pokey or Chicken Dance!

Will you have a Dollar dance?

If so, do you want the [**Best Man and Maid of Honor**] or [**one of each parent**] to collect the dollars and control the flow of "dance partners"?

Bouquet and Garter

Music (some suggestions follow):

Bouquet Toss

Pretty Woman (Roy Orbison)

Garter Toss--Groom Removes Garter

Theme From Mission Impossible

Garter Toss--Invite Men Out

Peter Gunn

Oh Yeah (Yello)

Do you want the garter catcher to put the garter on the leg of the bouquet catcher?

NOTE: Because of the high risk for embarrassment, I don't recommend this. However, photographers will often opt for this for the photo opportunity. This is your choice and I've included it so that **your** wishes will be made clear.

Last Dance

Music for last dance (some suggestions follow):

Last Dance (Donna Summer)

I've Had the Time Of My Life (from Dirty Dancing)

What A Wonderful World (Louis Armstrong)

Goodnight Sweetheart (The Spaniels)

Ethnic Dances, Etc.

Please indicate any specific ethnic dances you want to do or customs you wish to observe, and at what points in the reception (*also add them to order of events on page 1*). Make sure to include names (*with phonetic pronunciations*) of specific people to be involved (*i.e., names of people that will be lifted up in chairs*).

List Of Songs & Music Types **NOT** To Be Played (Use back or additional sheets if necessary)

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST (Use back or additional sheets if necessary)

Music Requests (Songs to DEFINITELY be played)

Try to put only 5-10 **MUST PLAY** requests here, and list additional requests in the next section to be played if time permits. Note that there are specific sections for music during cocktail hour, grand entrance, etc., so do not list those songs here.

<u>Title/Artist</u>	<u>Notes (person to dedicate to, specific time to play, etc.)</u>

Music Requests (Songs to be played if time permits after guest requests) (Use back or additional sheets if necessary)

Additional Notes (Use back or additional sheets if necessary)