

WEDDING RECEPTION PLANNER

PARTY SOUNDS (816)405-3012

NAME _____ PHONE _____ DATE OF PARTY _____

We have created this Planner to assist you in organizing your evening's entertainment. Good planning will help us achieve a party that you and your guests will remember. Your DJ will use this planner as a guide for your event . All this information will be transferred to our online Event Planner . You can access all this information 24 hours a day through our website www.partysoundskc.com .

VIP'S: BRIDE _____ GROOM _____

Maid of Honor _____ Best Man _____

Bride's Maid _____ Groom's Man _____

Bride's Maid _____ Groom's Man _____

Bride's Maid _____ Groom's Man _____

Bride's Maid _____ Groom's Man _____

Jr.Brides Maid _____ Jr.Groom's Man _____

Flower Girl _____ Ring Bearer _____

PARENTS: Mother of Bride _____ Mother of Groom _____

Father of Bride _____ Father of Groom _____

GRANDPARENTS: Grandmothers: _____ Grandmothers: _____

Grandfathers: _____ Grandfathers: _____

ENTRANCE: _____ O Announce Bride and Groom O Bridal Party also O No entrance announcement
How would you like to be announced: _____

PRAYER: _____ Prayer before dinner is served YES/NO If so by who? _____

WELCOME: _____ Will there be a welcome speech YES/NO If so by Who? _____

Dinner: _____ Buffet Dinner Served Dinner Hors d'oeuvres only Other

Cake Cutting: _____ Announce YES/NO Song: _____

Special _____ Title _____ Artist _____

Dances: _____ First Dance _____

_____ Bridal Party Dance _____

_____ Parents Dance _____

_____ Father/Daughter Dance _____

_____ Mother/Son Dance _____

_____ Dollar Dance YES/NO _____

Special Bouquet Toss YES/NO Song _____

Moments: _____ Garter Toss YES/NO Song _____

Toasts: _____ First _____ Second _____

Directions

Start Time: _____
Name of hall: _____
Hall Address: _____ **Phone** _____
Directions to Hall _____

Ceremony Site: _____
Distance from reception location: _____

Special Attention

Party Size: Under 50 50-150 150-250 Over 250

Guests Arrival Time: _____
Bridal Party Arrival Time: _____
Bride and Groom Arrival Time: _____

Party Setting: Inside Outside Both

DJ Attire: Formal Business Casual

Cocktail/Dinner music preference : _____

Are there any special situations we should know about ?
(i.e. divorce , step parents , recent funerals ect)

Are there any special occasions we should know about ?
(i.e. Birthdays , Births , Anniversaries ect:)

Parents of the bride first dance or favorite song _____
Parents of the groom first dance or favorite song _____

Last Dance: _____

Vendors

In order to help your event flow smoothly we will coordinate the evenings events with all your other vendors:

Wedding Coordinator _____
Hall Manager _____
Photographer _____
Caterer _____
Videographer _____
Clergy _____

Thank You for again choosing Party Sounds.
We are here to help you in any way possible so do not hesitate to contact us at anytime.
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