

Excesss Production's Wedding Reception Planning Guide

Your Wedding Reception is one of the most important days of your life... and yet it seems very little though is given to the reception past the initial booking of the hall and dinner/bar arrangements! The events that happen at the reception are what most guests will remember the most, and with just a little planning ahead of time the celebration can go much smoother.

To that end we have designed this easy guideline to get everyone on the same page of how the reception will go.

Please note: Not every wedding has every event... we can pick and choose from the following common reception events and determine which events you would like as a part of your special day.



Mixing Music

What shall we play while the bride and groom are getting pictures taken and the guests start to arrive?

Grand Introduction

Shall we introduce The Entire Wedding Party? Parents? Grandparents? The officiant? You need to provide a list with all the names of all the people that will be introduced...as well as determine the order in which they will be introduced. Make sure to get the people lined up in the right order when they are getting ready to be introduced, too!

Include the relationship of each person where applicable... (example: John Smith, Cousin of the Bride, escorting Jane Doe, Friend of the Bride)

Listed below is a typical order of introductions.. make sure to provide help on hard-to-pronounce names!

- ringbearer & flowergirl
- parents of bride
- parents of groom
- bridesmaids and groomsmen
- maid (matron) of honor & best man
- and last, but def no least...
- The bride and groom (Let us know exactly how you want to be formally introduced as man and wife, such as: "Mr and Mrs John and Mary Doe")

You will need to decide what background music that you wish to be played as the bridal party is introduced (it should be instrumental and upbeat if possible) I have used The Star Wars Theme, and also Sirius by the Alan Parson Project.. It can be as fun or as romantic as you want!

Post wedding party introduction music

it is best to change the mix of music somewhat after the bridal party has arrived. Something still that will be played in the background, but not quite as mellow as before... something a little peppy to listen to while everyone is mixing, getting drinks, and getting ready to eat.. and that changes the pace from what they heard while they were mixing for the 15-45 minutes before the Wedding party arrived.

Toasts

You need the name(s) of people who will be giving a toast to the bride and groom. (traditionally the best man, maid/matron of honor, and a parent(s) gives some sort of toast, but it can be anyone you choose)

Blessing/grace

if applicable, provide the name of the officiant giving the blessing or benediction/grace over dinner.

Dinner

Is there a meal? Is it being served buffet-style or sit-down? Shall the DJ dismiss tables or shall the wait staff? What kind of music would you like to hear during dinner?

Cake Cutting

Select a fun song to play during the cake cutting. Mack the Knife has often been used, as has Chapel of Love.

Formal dances and other big events everyone wants to photograph...

You will need to select the songs for:

- Bride and Groom's first dance
- Father/Daughter dance
- Mother/Son dance
- Bridal party dance
- Generations dance (this is where all the married couples attending your wedding are invited to the dance floor. Each couple is then excused from the dance floor based on the length of time that they have been married... the last couple on the floor will have been married the longest.)
- Bouquet Toss - Is there music that you wish played during the bouquet toss?
- Garter Toss - Is there any special music that you wish played during the garter removal and toss?
- Garter & Bouquet-Catcher dance- pick two songs here, one far too slow and romantic to start with, followed by one that is more fun/ invite the rest of the party to come up and dance with them.
- Dollar dance - The best man and maid (matron) of honor collect money for a dance with either the bride or groom.

Last Dance

While at many modern day receptions guests seem to begin to filter out rather rapidly, it is still a good idea to select a last dance. A formal dance, even if no one is there but the couple, is a nice way to provide closure, and a moment's of togetherness, as a romantic end to your big day.

Electric Slide YMCA Chicken Dance Hokey Pokey CHa-Cha Slide

It seems like every couple I plan a reception with does NOT want to have these songs played at their reception... but I do suggest having these if they are commonly played at weddings you have attended... you may even want to talk to family members and see which ones they remember at weddings they have attended.

All other music.

Let's face it.. there are TONS of different types of music... and no DJ is psychic. The more songs you TELL me to play.. That you know your family and friends would want to hear and more importantly want to DANCE to.. the more successful your reception will be! Also, provide some guide as to how many slow songs vs how many fancy/dance songs you want to hear. Also, keep in mind the age range of your invited guests... and pick music to match!

The more ideas for songs you provide as a guide, the more you can customize the reception to be EXACTLY what you want it to be.

When we meet, we will go over these selections, and plan the order/basic time outline for all these events. The more we can nail down a plan, the fewer surprises you will have, and the more you can just relax and enjoy the big day when it comes... with no surprises!

Excesss Production's
Wedding Reception Planning Guide continued

Name of the Bride and Groom _____

Wedding Date: _____ _____

Wedding Time: _____

Reception Location _____

Reception begins at _____ and hall must be cleared by _____

Contact person(name and number) at Hall: _____

As people Arrive

Specific type(s) of music to play as guests arrive?
Jazz, instrumental, Celtic, classical, swing, big band, Sinatra? yes no _____

Introduce Bride and Groom upon arrival?
 If yes, list names: yes no _____

Introduce Bridal Party upon arrival?
 If yes, list names: yes no _____

Invite guests to meet Bride and Groom in Receiving Line? yes no _____

Introduce Family of Bride?
 If yes, list names: yes no _____

Introduce Family of Groom?
 If yes, list names: yes no _____

Toast by the best man?
 Before meal or Before Cake? yes no _____

Maid or matron of Honor Toast?
 When: yes no _____

Additional Toasts?
 If yes, list names: yes no _____

Dinner Time

Specific type(s) of music to play during dinner?
Jazz, instrumental, Celtic, classical, swing, big band, Sinatra? yes no _____

Meal? yes no _____

Buffet or Served? _____

Invite Bride and Groom | Head table up to begin Buffet or
 Remain seated until invited up by Banquet staff? yes no _____

Bridal Party served at the head table? yes no _____

First Dance
 If yes, name artist and song title: yes no _____

Parent's dance
 If yes, name artist and song title: yes no _____

GrandParent's Dance
 If yes, name artist and song title: yes no _____

Father/Daughter?
 If yes, name artist and song title: yes no _____

Mother/Son
 If yes, name artist and song title: yes no _____

Other?
 If yes, name artist and song title: yes no _____

Ceremony

Specific type(s) of music to play early?
 Jazz, instrumental, Celtic, classical, swing, big band, Sinatra?, Oldies _____
 yes no

Cake Cutting
 Any special announcements: _____
 yes no

Special Song?
 If yes, name artist and song title: _____
 yes no

Serving of cake afterwards? (How) _____
 yes no

Bouquet Ceremony?
 Special Song?
 If yes, name artist and song title: _____
 yes no

Garter Ceremony?
 Special Song?
 If yes, name artist and song title: _____
 yes no

Money Dance?
 Special Song?
 If yes, name artist and song title: _____
 yes no

Entertainment

List artists and/or songs and/or types
 of music to ABSOLUTELY play:
 (Polka, family favorites?, specific favorites) _____
 yes no

Specific type(s) of music NOT to play?
 List artists and/or songs and/or types of music to NOT play: _____
 yes no

What if this music is requested? _____

Hokey Pokey
 yes no

YMCA
 yes no

Chicken Dance
 yes no

Electric Slide
 yes no

Macarena
 yes no

Personal Jesus
 yes no

Bunny Hop
 yes no

Shout
 yes no

Mony Mony
 yes no

Last Dance? _____
 yes no

New Country Classic Country Heavy Metal Line Dancing Rap Hip Hop Disco Techno/Club Top
 40 20's/Big Band Swing 50's rock 60's rock 70's 80's

