



Grapevine Productions Djs & Entertainment

615 Bristle Lake Circle - Brownsburg, Indiana 46112
Phone (317) 852-3353 Google 260-547-2732 www.grapevinedj.com



Reception Planner Page I

Wedding Date _____ Ceremony end time _____ Guest arrival time _____ DJ Start time _____ End Time _____

Spouse Name _____ **Spouse Name** _____

Phone Numbers including cell phone numbers _____

E-mail addresses _____

Wedding Planners name and phone _____

Name and **ADDRESS** OF VENUE _____ FLOOR# _____

Venue Contact Person & Phone # _____

In the following section, please select or delete specific ceremonies you'd like the DJ to orchestrate. Please feel free to add special instructions.

☐ YES ☐ NO **Introduction wedding party** Song _____

How would you like to be introduced? _____

☐ YES ☐ NO **Welcome Speech By:** _____

☐ YES ☐ NO **Blessing By:** _____

☐ YES ☐ NO **Cake cutting Song** _____

☐ YES ☐ NO **Toasts** Champagne poured for all guests? ☐ YES ☐ NO Head table only ☐

Who will be giving the toast(s)? _____

Bouquet Toss ☐ YES ☐ NO Song _____

Garter Toss ☐ YES ☐ NO Song _____

Ceremonial Dances

Please list Song Title & Artist

☐ YES ☐ NO **First Dance:** _____

☐ YES ☐ NO **Father – Daughter Dance:** _____

Fathers Name _____

☐ YES ☐ NO **Mother – Son Dance** _____

Mothers Name _____

☐ YES ☐ NO **Bridal Party Dance:** _____

☐ YES ☐ NO **Other Special Dance:** _____



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Reception Planner Page 2

Preferred attire for Disc Jockey ☐ Formal (Tuxedo) ☐ Semi-Formal (Suit and Tie) ☐ Casual

This event is taking place ☐ Indoor ☐ Outdoors ☐ Tent ☐ Stairs ☐ Elevator

Buffet ☐ Sit Down ☐ Hors d'oeuvres ☐ Alcohol ☐ - Will the bar be closed during dinner? (circle) Yes No

Time guests will arrive _____ Time Bride and Groom will arrive _____

Approximate number of guests _____ Number of kids under 12 _____

Time dinner will be served? _____ Dance lighting wanted ☐ YES ☐ NO ☐ Will discuss with DJ

Are you interested in up lighting? ☐ YES ☐ NO ☐ Will discuss with DJ Color(s) _____

Photographers Name/Phone _____ Videographers Name/Phone _____

Music Format Please indicate the type of music you would like during the cocktail and dinner hours with a
C (Cocktail) and/or D (Dinner)

___ Big Band/Jazz ___ Instrumental Piano & Guitar ___ Lite Rock ___ Adult Contemporary (Buble, Mraz, Adele, Jack Johnson)

___ Grapevine's Choice ___ Rat Pack / "Sinatra style" Other: _____

Please check the types of dance music you believe your guests would enjoy throughout the event.

- | | | |
|--|---|--|
| <input type="checkbox"/> Current Top 40 | <input type="checkbox"/> Indie | <input type="checkbox"/> Latin (specify) <input type="checkbox"/> Polkas |
| <input type="checkbox"/> Adult Contemporary | <input type="checkbox"/> Disco | <input type="checkbox"/> Rumba <input type="checkbox"/> Tango <input type="checkbox"/> Cha-Cha <input type="checkbox"/> Samba |
| <input type="checkbox"/> Rock + Roll 80's / 90's | <input type="checkbox"/> Big Band / Ballroom | <input type="checkbox"/> Meringue <input type="checkbox"/> Salsa <input type="checkbox"/> Waltz <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Classic Rock (70's) | <input type="checkbox"/> Blues | <input type="checkbox"/> Other ethnic dances (specify) _____ |
| <input type="checkbox"/> Oldies (50's 60's) | <input type="checkbox"/> Rhythm and Blues / Funk | Would you like us to take requests? YES <input type="checkbox"/> NO <input type="checkbox"/>
Percentage of requests to play _____% |
| <input type="checkbox"/> Motown | <input type="checkbox"/> Country <input type="checkbox"/> Limited Country | |
| <input type="checkbox"/> Hip Hop | <input type="checkbox"/> Reggae | |

-
- | | |
|---------------------------------|---|
| <input type="checkbox"/> NONE | <input type="checkbox"/> Electric Slide <input type="checkbox"/> Conga/Train line |
| <input type="checkbox"/> Wobble | <input type="checkbox"/> Block of Cheese (5 minute medley of all novelty songs) |

☐ Cha Cha Slide

☐ Cupid Shuffle

☐ Macarena

☐ Chicken Dance

☐ YMCA

Level of interaction

☐ We want a **VERY** fun interactive DJ = Ice breakers, games, props, guest interaction

☐ We want a **somewhat** interactive DJ = Maybe 1 ice-breaker, takes requests

☐ We want a fun but **reserved** Dj = No games but make sure guests enjoy themselves

☐ We want _____

Honeymoon destination? _____ Date of departure _____

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Planning page 3.

PLEASE PRINT CLEARLY AND **FO-NET-TICK-LEE** (Spelling does not matter)

Parents of the ☐ Bride ☐ Groom

Continue Parents :

Parents of the ☐ Bride ☐ Groom:

Continue Parents:

Usher(s):

Bridesmaid & Groomsman (1):

Bridesmaid & Groomsman (2):

Bridesmaid & Groomsman (3):

Bridesmaid & Groomsman (4):

Bridesmaid & Groomsman (5):

Bridesmaid & Groomsman (6):

Bridesmaid & Groomsman (7):

Bridesmaid & Groomsman (8):

Bridesmaid & Groomsman (9):

Bridesmaid & Groomsman (10):

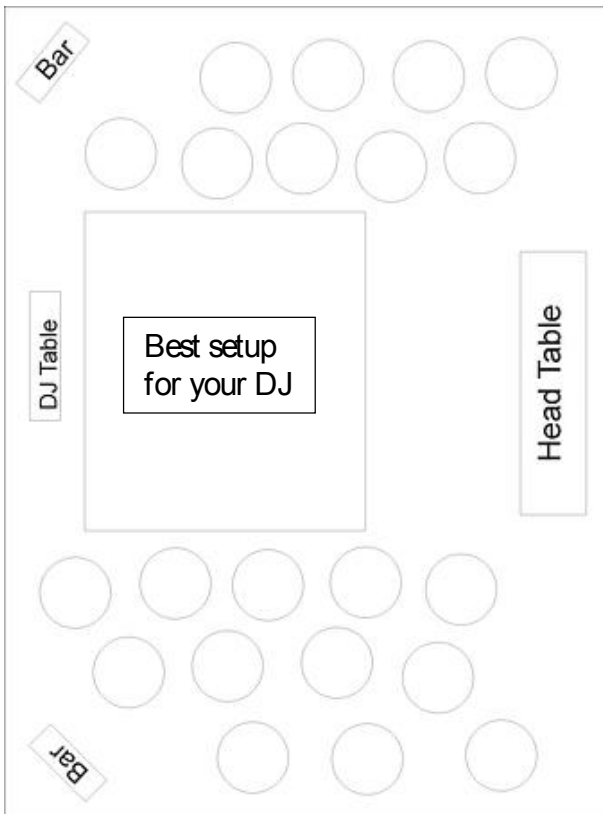
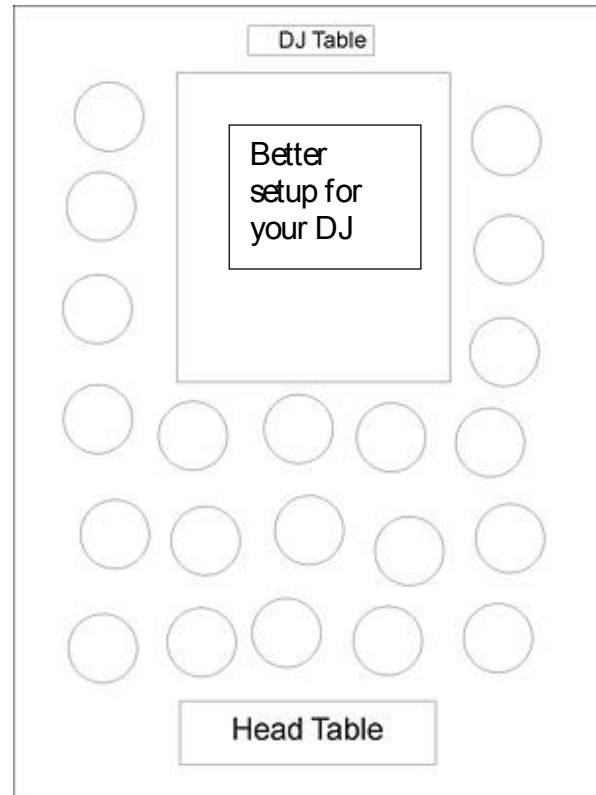
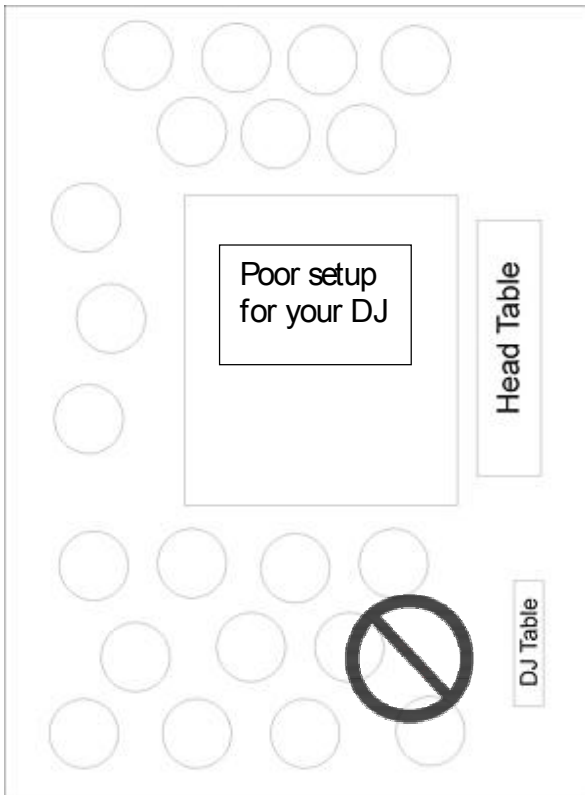
Maid/Matron of Honor & Best Man:

Flower Girl(s) & Ring bearer(s):

Married couple:

How would you like to be introduced? (1) Mr. and Mrs. Jack and Jill Jones (2) Mr. and Mrs. Jack Jones
(3) Jack and Jill Jones (4) Jill and Jack 5.(other) _____

Introduction Song(s) _____



Please keep in mind that the relationship of our equipment setup to the dance floor is a very important factor for us to make your event as entertaining as possible. Speaker placement, dance lighting, volume and quality of sound is why we request that your venue have our setup as close to the dance floor as possible.

Please note that the our setup area is a request that will help us perform our service the best way possible.

We will be happy to work with you and your venue if you have different setup ideas or requirements.