

# Sound Sonic Professional Entertainment

[www.soundsonicdjs.com](http://www.soundsonicdjs.com)

E-mail: [sonic10@prodjmail.com](mailto:sonic10@prodjmail.com)

8731 Glenshire St  
Tinley Park, IL. 60477  
Tel. (815) 464-7777  
Fax. (815) 464-7771

## Reception Planner

PLEASE COMPLETE AND RETURN AT LEAST 30 DAYS PRIOR TO YOUR EVENT.

### GENERAL INFORMATION

Bride's Name: _____	Home Phone #: _____	Work Phone #: _____
	Other #: _____	E-mail: _____
Groom's Name: _____	Home Phone#: _____	Work Phone#: _____
	Other #: _____	E-mail: _____
Date of Event: _____	Location and Address of Event _____	
	Phone Number _____	
	Name of Room _____	
Time of Your Arrival _____	Number of Guests (approx.) _____	
Cocktail Hour: Start _____ End _____	Photographer Name & Number _____	
Dinner Start _____ End _____	Videographer Name & Number _____	
Dance Time Start _____ End _____	Other Vendors _____	

### RECEPTION FLOW

**Here is a list of events that occur during a wedding reception. The events listed are placed in our normal order. Note: This schedule of events is only a suggestion. Any event can be omitted or added. This is your special day!**

- Guest Seating For Ceremony** (if necessary)
- Ceremony** (if necessary)
- Receiving Line at Reception** best done after ceremony or at the beginning of the cocktail hour at reception
- Introductions of The Entire Wedding Party**
- Prayer or Grace Before Dinner.** Name of Person(s) saying grace
- Toast(s)** by The Best Man and / or The Maid / Matron of Honor
- Dinner**
- Cutting of The Cake** Done after soup and salads are served
- Formal Dances** such as The First Dance, Father / Daughter, Mother / Son, and Bridal Party dances.
- Open Dance**
- Wedding Formalities** such as tossing of the bouquet, tossing of the garter, Let Me Call You Sweetheart, Unveiling & Apron ceremony.
- Open Dance**
- Last Dance**

**Notes:** if you feel we need to be aware of any sensitive information regarding your event, family and guests, please make them known to us before the event.

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## Reception Planner

PLEASE COMPLETE AND RETURN AT LEAST 30 DAYS PRIOR TO YOUR EVENT. ALSO ANSWER ALL THE QUESTIONS FOR THE FOLLOWING EVENTS.

**Sound Sonic Djs** would like to contact you the Monday prior to your event for final confirmations. Please advise your phone number and best time of the day to call you. \_\_\_\_\_

**Brides name** \_\_\_\_\_ **Grooms name** \_\_\_\_\_

If you have any questions, please do not hesitate to call; (815) 464-7777

**Sound Sonic Djs** cannot guarantee all requests but we will do our best to fulfill as many as possible.

**Ceremony:** If applicable, please fill out **Ceremony Planning Sheets**. Return them to us as soon as possible.

**Receiving Line at Reception:** Would you liked to have it announced? YES or NO

**Cutting of the Cake:** Would you liked to have it announced? YES or NO

Name a song that you want as background during the cutting? \_\_\_\_\_

### Formal Dances Please list song title and artist

First Dance: \_\_\_\_\_

Father / Daughter Dance: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Mother / Son Dance: \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Bridal Party Dance: \_\_\_\_\_

Other Special Dance: \_\_\_\_\_

### Wedding Formalities Please circle events that you wish to perform.

Bouquet Toss: **Y or N** Song? \_\_\_\_\_

Garter Toss: **Y or N** Song? \_\_\_\_\_

Let Me Call You Sweetheart: **Y or N** Chicken Dance: **Y or N** Hokey Pokey: **Y or N**

Unveiling/Apron Ceremony: **Y or N** Electric Slide: **Y or N** Cha Cha Slide: **Y or N**

Conga Line: **Y or N** Y.M.C.A.: **Y or N** Bunny Hop: **Y or N**

Dollar Dance: **Y or N** Greased Lightning: **Y or N** Follow The Leader: **Y or N**

### Music Variety Please list any songs that you would like to hear at your reception. Need more room? Use the back of this sheet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_