



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

Wedding Reception Guide & Worksheet

Photographer name: _____ Videographer name: _____

_____ **(Y/N) Formal Introductions?** If yes, I will line your party up outside the door in the order you have given me. I will check name pronunciations. I will coordinate with the caterer, photographer, and videographer. I will ask your guests to be seated. We will then proceed with the introductions. If no formal introductions are needed, skip to page 3.

_____ Just before the formal introductions, would you like grandparents (already seated) to be recognized?

Bride's Grandparents: _____

Groom's Grandparents: _____

_____ Would you like the parents to walk in with the bridal party?

_____ If no, would you like the parents (already seated) to be recognized?

*If the answer to the above questions are "no", then you do not need to fill in the parents' names below.

Bride's Parents: _____

Groom's Parents: _____

Make sure that the **Bridal Party knows where they will be seated ahead of time>>

If you would like the relationship of the attendant to the bride or groom to be announced to your guests, please fill this in under the attendant's name. The relationship can be by blood or by description, such as: "best friend since kindergarten" or "college roommate". Also, **please put a number indicating the order of the introductions** in the space to the left of each person/couple. If the position is not applicable, simply write N/A in the space to the left of the title.

*What song would you like to be played for the introduction of the bridal party? (Or each pairing can have their own song)

Song: _____ **Artist:** _____

_____ Flower Girl: _____ Relationship: _____

_____ Flower Girl: _____ Relationship: _____

_____ Ring Bearer: _____ Relationship: _____

_____ Ring Bearer: _____ Relationship: _____



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

Usher: _____ Relationship: _____

Usher: _____ Relationship: _____

Usher: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____

Bridesmaid: _____ Relationship: _____

Groomsman: _____ Relationship: _____



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

_____ Maid of Honor: _____ Relationship: _____

_____ Matron of Honor: : _____ Relationship: _____

_____ Best Man: _____ Relationship: _____

**What song would you like to be played for the introduction of the bride and groom?*

Song: _____ **Artist:** _____

Bride and groom to be announced as:



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

Wedding Reception Questionnaire

*Please provide DJ with a floor plan of the reception hall, as well as directions to get there from Frankenmuth. Please double check for accuracy to ensure a prompt arrival and setup.

****Also Important!** I will need a table to set up the DJ equipment. (An 8-foot rectangle banquet table works best—skirted, if possible. Access is needed to electrical outlets somewhere near the table for lights and music.

Arrival time of your guests: _____ Arrival time of bridal party: _____

Bar style: _____ Kids invited to reception? _____ # of guests: _____

Dinner format (circle one): buffet /plated Approximate serve time: _____ DJs invited to eat? _____

Other dinner time announcements: _____

Will the bridal couple be visiting the tables? _____

Using numbers to the left, please indicate the exact order of events. Write "N/A" if not applicable and/or "DJ" for DJ choice.

_____ Best man toast given by: _____

_____ Maid/Matron of honor toast given by: _____

_____ Other toast or announcement given by: _____

_____ Blessing given by: _____

_____ Bride and Groom's first dance: **song/artist:** _____

_____ Wedding party dance: **song/artist:** _____

*Introduce wedding party couples individually by name? (yes/no)

_____ Bride & Father's dance: **song/artist:** _____

_____ Groom & mother dance: **song/artist:** _____

_____ Throwing the bouquet

_____ Garter removal and toss _____ Do you want the person who catches the garter to put it on the girl who catches the bouquet?



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

_____ Cake-cutting : **song/artist** OR **DJ choice** _____

_____ Dollar dance

_____ Anniversary elimination dance

_____ Ethnic traditions or dances _____

_____ Formal wedding photos at the reception

_____ Any friends or relatives celebrating birthdays, anniversaries, or special events that you would like to acknowledge?

_____ Other (please describe): _____

_____ Other (please describe): _____

On a scale of 1 to 5 (1 = best), rate each music category in terms of its likely appeal to the dancers in your crowd:

_____ Rock _____ Country _____ Motown/Oldies _____ Big Band _____ Disco

_____ 80s _____ Current Dance _____ Hip Hop/R&B _____ Ethnic _____ Alternative

_____ Other/s: _____

What (if any) participation dances would you like to make sure are played? (check any that apply)

_____ Macarena _____ Electric Slide _____ Chicken Dance _____ Cha Cha Slide

_____ Boot Scoot Boogie _____ Hokey Pokey _____ Hot, Hot, Hot (Conga Line)

_____ We Are Family _____ YMCA _____ Takin' Care of Business (Alligator Dance)

_____ Locomotion _____ Hand Jive _____ Other/s _____

Comments or notes on style of entertainment:



E & J Entertainment

"You bring the people, we'll bring the party!"

Edward Glass & Jason Paetz
DJs/emcees

415 E. School St.
Frankenmuth, MI 48734

(248) 247-8231
mobiledj@E-Jentertainment.com
www.E-Jentertainment.com

The Official DO NOT PLAY Wedding Song List

Song Title	Artist

*During a typical wedding, we can play about fifteen songs per hour (assuming an average of four minutes per song). We know you will want us to take requests from your guests (within reason, of course). Also, we make our living by knowing how to "read the crowd", so giving us some free rein with the play list will increase the spontaneity and fun experienced during the festive portion of your reception! Having a list of your favorite songs allows us to *work in* the ones that lend themselves to the mood of your party. This best serves you *and* the flow of the dancing, simultaneously! Upon filling out this wedding planning sheet, please return it to us no later than two weeks before the wedding so we can acquire any songs on your list that we may not have.

*We also recommend that you ask the members of your wedding party for song recommendations. Many times, they can recall songs that you may have forgotten about that have some special significance from some time in your past. We enjoy playing music that you want to hear, so please feel free to duplicate the song request lists as needed to provide as many requests as you would like.