



DJ Entertainment &  
Event Production

Office: (732) 571-2623  
FAX: (732) 483-4383  
www.as-sound.com

## Wedding Entertainment Planning Guide

We would like to introduce you to our Wedding Entertainment Planning Packet, An innovative approach to the organizational details and musical programming of your wedding. We will customize and share our successful ideas in order to create for you the best event possible.

Included in this packet are:

- The Customized Wedding Timeline
  - The Reception Checklist
- Important Wedding Details Sheet
  - Music Request List

In addition to this packet, each client has the opportunity to have an A & S Sound Personal Planning Session with their Emcee Personality in order to review the details of your wedding.

The result of our meeting and attention to detail leads to what you expect...  
Entertainment at Its Best with A & S Sound  
Look to A & S Sound with confidence...  
For the "A & S Sound" Experience.



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## WEDDING RECEPTION DETAILS

Celebration for Mr. & Mrs.: \_\_\_\_\_

Date of Celebration: \_\_\_\_\_

### Important Times:

- Bridal Party Arrival: \_\_\_\_\_
- Guest Arrival: \_\_\_\_\_
- Ceremony: \_\_\_\_\_
- Cocktail: \_\_\_\_\_
- Reception: \_\_\_\_\_
- After Party: \_\_\_\_\_

### Locations:

- Ceremony: \_\_\_\_\_
- Cocktail: \_\_\_\_\_
- Reception: \_\_\_\_\_
- After Party: \_\_\_\_\_

### Location Contact Information:

- |                | <u>Name</u> | <u>Phone Number</u> |
|----------------|-------------|---------------------|
| • Ceremony:    | _____       | _____               |
| • Cocktail:    | _____       | _____               |
| • Reception:   | _____       | _____               |
| • After Party: | _____       | _____               |



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## WEDDING RECEPTION CHECKLIST

### 1. Emcee Interactivity

- A. High (Dancing with you and your guests on the dance floor)
- B. Medium (Picking unique moments to interact with your guests)
- C. Low (Remaining behind the DJ booth and not interacting with guests)

You're Choice: \_\_\_\_\_

### 2. Reception Mood

(Circle all that apply)

- |           |             |              |           |
|-----------|-------------|--------------|-----------|
| A. Fun    | B. Exciting | C. Elegant   | D. Wild   |
| E. Classy | F. Humorous | G. Laid Back | H. Formal |

### 3. Music Requests

- A. Only play the music you, the client have provided us, nothing more.
- B. Play most of the music you gave us, but have the freedom to play what we feel may go over well with the crowd.
- C. Play our must plays and then whatever we think would be appropriate for your guests to dance to.

You're Choice: \_\_\_\_\_

### 4. Special Ceremonies

(Circle all that apply)

- |                  |                          |                         |
|------------------|--------------------------|-------------------------|
| A. Cake Cutting  | B. Father/Daughter Dance | C. Groom/Mother Dance   |
| D. Introductions | E. Bridal Party Dance    | F. Birthday Cake        |
| G. Anniversary   | H. Garter Ceremony       | I. Garter Toss          |
| J. Bouquet Toss  | K. Reenactment Ceremony  | L. Centerpiece Giveaway |
| M. Dollar Dance  | N. Crowning              | O. Additional Ceremony  |



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## BRIDAL PARTY INTRODUCTION INFORMATION

**Grandparents of Bride:** (SONG: \_\_\_\_\_)  
• \_\_\_\_\_  
• \_\_\_\_\_

**Grandparents of Groom:** (SONG: \_\_\_\_\_)  
• \_\_\_\_\_  
• \_\_\_\_\_

**Parents of Bride:** (SONG: \_\_\_\_\_)  
• \_\_\_\_\_

**Parents of Groom:** (SONG: \_\_\_\_\_)  
• \_\_\_\_\_

**FLOWER GIRL**

**RING BEARER**

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)



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## BRIDAL PARTY INTRODUCTION INFORMATION

### BRIDESMAIDS

### USHERS

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

### MAID/ MATRON OF HONOR

### BEST MAN

\_\_\_\_\_ ESCORTED BY: \_\_\_\_\_  
(SONG: \_\_\_\_\_)

### BRIDE AND GROOM ANNOUNCED AS:

\_\_\_\_\_  
(SONG: \_\_\_\_\_)



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## Important Wedding Song Selections

Bride & Groom First Dance: \_\_\_\_\_

Bride & Father Dance: \_\_\_\_\_

Groom & Mother Dance: \_\_\_\_\_

Blessing: \_\_\_\_\_

Toasts: \_\_\_\_\_

Bouquet Toss: \_\_\_\_\_

Garter Removal: \_\_\_\_\_

Garter Toss: \_\_\_\_\_

Garter Placement: \_\_\_\_\_

Cake Cutting: \_\_\_\_\_



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## WEDDING RECEPTION TIMELINE

Guest Arrival for Reception: \_\_\_\_\_

Warm-Up Dance Set (About 10 minutes): Yes or No

Introductions: \_\_\_\_\_

Bride/Groom First Dance: \_\_\_\_\_

Parent Dances: \_\_\_\_\_

Blessings/Toast: \_\_\_\_\_

1st Course: \_\_\_\_\_

2nd Course: \_\_\_\_\_

Main Course: \_\_\_\_\_

Bouquet Toss: \_\_\_\_\_

Garter Toss: \_\_\_\_\_

Cake Cutting: \_\_\_\_\_

Dessert: \_\_\_\_\_

Reception Ends: \_\_\_\_\_

Miscellaneous: \_\_\_\_\_



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**Music Request Form  
(Must Play)**

**Artist**

**Song**





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**Music Request Form  
(Do NOT Play)**

**Artist**

**Song**