

RECEPTION ITINERARY & PLAYLIST

RECEPTION ITINERARY & FORMALITIES

EVENT DETAILS		
EVENT DATE		
EVENT/PARTY NAME		
EVENT TYPE		
VENUE/BALLROOM NAME		
TIME START - TIME END		
INTRODUCTIONS (Use First Names Only) YES <input type="checkbox"/> NO <input type="checkbox"/>		
NAME(S)	RELATIONSHIP/TITLES	
INTRODUCTION GUEST(S) OF HONOR YES <input type="checkbox"/> NO <input type="checkbox"/>		
NAME(S):		
Special Instructions:		
FIRST DANCE YES <input type="checkbox"/> NO <input type="checkbox"/>	DO YOU WANT THIS TO BE A SOLO DANCE? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Song Title & Artist		
CHAMPAGNE MARCH YES <input type="checkbox"/> NO <input type="checkbox"/>	WINE MARCH & TASTING YES <input type="checkbox"/> NO <input type="checkbox"/>	
Special Notes:	Special Notes:	
BLESSING YES <input type="checkbox"/> NO <input type="checkbox"/>	TOAST YES <input type="checkbox"/> NO <input type="checkbox"/>	SPEECHES YES <input type="checkbox"/> NO <input type="checkbox"/>
By:	By:	By:
By:	By:	By:
Special Notes:		
PHOTO MONTAGE YES <input type="checkbox"/> NO <input type="checkbox"/>	CENTERPIECE GIVEAWAY YES <input type="checkbox"/> NO <input type="checkbox"/>	
CAKE CUTTING/ FEEDING YES <input type="checkbox"/> NO <input type="checkbox"/>		
Song Title & Artist		

PLAYLIST

TOP 20 SONG LIST (Must Play)	*(Do Not Include Formality Songs)
Song Title:	Artist:
Song Title:	Artist:
Song Title:	Artist:
Song Title:	Artist:
Song Title:	Artist:
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DO NOT PLAY LIST (List any songs and/or music styles you DO NOT want played during your reception)	
Song Title:	Artist:
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ANNOUNCEMENTS	
WOULD YOU LIKE MC TO ACCEPT MUSIC REQUESTS FROM GUESTS DURING RECEPTION?	YES <input type="checkbox"/> NO <input type="checkbox"/>
IF A GUEST ASKS THE MC TO TO MAKE A SPECIAL ANNOUNCEMENT, WOULD YOU PREFER THE MC TO CONFIRM WITH YOU PRIOR TO MAKING THE ANNOUNCEMENT? (Example: Birthdays, Sport Scores, Speeches, Dedications Surprise performances, etc.)	YES <input type="checkbox"/> NO <input type="checkbox"/>