**WEDDING RECEPTION INFORMATION SHEET**

**Please Return 1 Month Before Wedding Reception**

**Thank you for choosing Juke Box Productions to provide the music for your wedding reception. We have included this information sheet so that every detail of your special day is handled properly.**

**DATE OF WEDDING RECEPTION:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Very Important)**

BRIDE & GROOM:

**BRIDES PARENTS (Circle all that apply)**

Mother / Step Father / Step Years Married

Mother / Step Father / Step Years Married

**GROOMS PARENTS (Circle all that apply)**

Mother / Step Father / Step Years Married

Mother / Step Father / Step Years Married

BEST MAN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TOAST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YES OR NO)

MAID/MATRON OF HONOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TOAST:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YES OR NO)

PHOTOGRAPHER: VIDEOGRAPHER:

NUMBER OF GUESTS EXPECTED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_BUFFET/SIT DOWN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SERVING TIME:

WILL THERE BE A PRAYER BEFORE DINNER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME:

**\*WILL THERE BE ANY VIDEO OR SLIDE SHOW PRESENTATION PLANNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(YES OR NO)**

**SONG FOR 1ST DANCE (BRIDE/GROOM**):

**SONG FOR 2ND DANCE WITH BRIDAL PARTY**:

(**You may also have the Bridal Party join the Bride & Groom 1/2 way through the 1st dance)**

**There are some traditional wedding reception activities which you may or may not want performed. Please answer yes or no to the following:**

INTRODUCTION INTO THE HALL:\_\_\_\_\_\_\_\_\_\_\_\_\_(yes/no) TO HAVE ENTIRE BRIDAL PARTY ANNOUNCED, SEE BACK OF SHEET

BRIDE & GROOM TO DO A WELCOME TO GUESTS: (yes/no) Done either before or after the toasts or after dinner

FATHER/DAUGHTER DANCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SONG:

MOTHER/SON DANCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_SONG:

BOUQUET/GARTER TOSS: DOLLAR DANCE:

MACARENA: ELECTRIC SLIDE:

DUCK DANCE: CHA CHA SLIDE:

HOKEY POKEY: CUPID SHUFFLE:

THE WOBBLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ANNIVERSARY CELEBRATION DANCE: (This is a special dance for all the married couples)

**DO YOU WANT THE DJ TO TAKE REQUESTS FROM GUESTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(yes or no)**

SPECIAL REQUESTS/INSTRUCTIONS:

**Our DJ's can / will announce the following:**

\* Introduce the Bride & Groom \* Introduce the Toast, Prayer & Start of Food Line \* Cake Cutting

\* 1st Dance & All Other Reception Events

**WE *CAN NOT* GUARANTEE ALL OF YOUR REQUESTS, BUT WILL DO OUR *VERY BEST* TO FULFILL AS MANY AS POSSIBLE.**

***PLEASE LIST THE BRIDAL PARTY MEMBERS BELOW IN THE***

***ORDER THAT THEY WILL BE ENTERING THE HALL***

***(Please list Best Man and Maid of Honor or Matron of Honor last)***

***USHERS***

***1. 3.***

***2. 4.***

***GROOMSMEN BRIDESMAIDS***

***1. 1.***

***2. 2.***

***3. 3.***

***4. 4.***

***5. 5.***

***6. 6.***

***7. 7.***

***8. 8.***

***9. 9.***

***10. 10.***

***JR. GROOM JR. BRIDE***

***RING BEARER(S) FLOWER GIRL(S)***

***Bride & Groom:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***INTRODUCTION SONG: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***(Please mark song here if you would like a special song played for the introduction)***

***Please return 1 month before event to:***

**Juke Box Productions**

**938 Weatherstone Drive ~ St. Charles, MO 63304-4502**

**636-939-6410 636-300-3696 (Fax)**