



Photos by Amber Ford



# Reception

## PLANNING GUIDE

*Chances are you've spent more than a few hours planning and preparing for your special day—from choosing bridesmaids' dresses and deciding on flowers to writing up the guest list and finding the perfect photographer. And that's just the tip of the iceberg! That's why JAMM has developed this Reception Planning Guide, to walk with you step by step through the celebration after the ceremony. Together we will personalize the entertainment, outline which time-honored traditions will be a part of your event, and make sure your guests*

\_\_\_\_\_  
Bride's Full Name

\_\_\_\_\_  
Best Contact for Bride (Phone and/or Email)

\_\_\_\_\_  
Groom's Full Name

\_\_\_\_\_  
Best Contact for Groom (Phone and/or Email)

\_\_\_\_\_  
Day/Date/Time of Wedding

\_\_\_\_\_  
Wedding Location

\_\_\_\_\_  
Reception Venue    Indoors    Outdoors

\_\_\_\_\_  
Reception Duration (From-Until)

*Please mail or fax three weeks prior to the event; or visit our web site [www.jamm.net](http://www.jamm.net) to complete this form online.  
JAMM Entertainment Services, Inc. • P.O. Box 430143 • Birmingham, AL 35243  
PH (205) 856-5266 • TF (800) 264-5266 • FX (205) 833-0934*

# General Information

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Please help us get to know you better by providing as much information as you feel comfortable sharing. This will help us personalize your event.

BRIDE'S MOTHER \_\_\_\_\_ GROOM'S MOTHER \_\_\_\_\_

BRIDE'S FATHER \_\_\_\_\_ GROOM'S FATHER \_\_\_\_\_

MAID/MATRON OF HONOR \_\_\_\_\_ BEST MAN \_\_\_\_\_

SPECIAL CIRCUMSTANCES OR SENSITIVE ISSUES, SUCH AS DIVORCES OR DEATHS: \_\_\_\_\_

BRIDE'S OCCUPATION \_\_\_\_\_ GROOM'S OCCUPATION \_\_\_\_\_

BRIDE'S AGE: \_\_\_\_\_ GROOM'S AGE: \_\_\_\_\_

BRIDE/GROOM SPECIAL INTERESTS AND HOBBIES \_\_\_\_\_

BRIDE/GROOM SCHOOL(S) GRADUATED FROM \_\_\_\_\_

HOW DID YOU MEET? \_\_\_\_\_

HOW LONG HAVE YOU KNOW EACH OTHER? \_\_\_\_\_

HOW DID HE/SHE PROPOSE? \_\_\_\_\_

HONEYMOON DESTINATION? \_\_\_\_\_

IF YOU WILL BE MOVING, NEW ADDRESS \_\_\_\_\_

AND PHONE NUMBER: \_\_\_\_\_

EMERGENCY NAME & CONTACT FOR WEDDING DAY \_\_\_\_\_

# Vendors & Contacts

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PLANNER \_\_\_\_\_ PH \_\_\_\_\_

PHOTOGRAPHER \_\_\_\_\_ PH \_\_\_\_\_

WILL PICTURES BE TAKEN BEFORE OR AFTER CEREMONY? \_\_\_\_\_

VIDEOGRAPHER \_\_\_\_\_ PH \_\_\_\_\_

CATERER \_\_\_\_\_ PH \_\_\_\_\_

BANQUET MGR \_\_\_\_\_ PH \_\_\_\_\_

BUBBLES/PETALS \_\_\_\_\_ PH \_\_\_\_\_

TRANSPORTATION \_\_\_\_\_ PH \_\_\_\_\_

# Guests

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How many will attend? \_\_\_\_\_ What percentage do you expect to dance? \_\_\_\_\_ %

What age represents the majority of your guests? (Indicate all that apply.)

- Under 18    18-25    25-40    40-55    55-70    70 & up

On a scale of 1-10, how much crowd involvement do you want your DJ to initiate? \_\_\_\_\_

Which interactive activities, if any, do you want included?

- Chicken Dance    Conga    Cupid Shuffle    YMCA    Electric Slide    Cha Cha Slide  
 Other: \_\_\_\_\_

# Activities

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Please indicate what type of catering:    Seated dinner    Buffet dinner    Hors d'oeuvres

Will you participate in a receiving line?    Yes    No

If yes, where will the receiving line begin? \_\_\_\_\_

May we provide additional equipment you might need for the event?

- Projector    Screen    42" LCD Screen for Slideshow    Wireless Lapel Mic    Karaoke  
 Custom Monogram Projection    Ceremony Sound System    Other \_\_\_\_\_

Please use the list of activities below to create an order of events for the reception.

\_\_\_\_\_ AM/PM \_\_\_\_\_  
\_\_\_\_\_ AM/PM \_\_\_\_\_  
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\_\_\_\_\_ AM/PM \_\_\_\_\_

- Music Begins
- Guests arrive
- Cocktails/Hors d'oeuvres
- Bridal Party arrives
- Receiving Line opens
- Wedding Party announced
- Blessing
- Food Served
- First Dance
- Father/Daughter Dance
- Mother/Son Dance
- Wedding Party Dance
- Cake Cutting
- Formal Toasts
- Anniversary Dance
- Dollar Dance
- Guests invited to dance
- Garter Removal
- Bouquet Toss/Dedication
- Garter Toss
- Change to travel clothes
- Bubbles/Petals distributed
- Limo/Carriage Arrive
- Bride and Groom depart

# The Wedding Party

Would you like to announce the members of the wedding party?  Yes  No If yes, everyone **must** line up with their escorts as listed below prior to being announced. Please indicate Maid/Matron of Honor & Best Man

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

MISS/MRS \_\_\_\_\_ BY \_\_\_\_\_

FLOWER GIRL \_\_\_\_\_ RING BEARER \_\_\_\_\_

BRIDE AND GROOM ANNOUNCED AS: \_\_\_\_\_

*ex: Mr. & Mrs. John Smith ... Mr. & Mrs. John and Julie Smith...Mr. John Smith and Mrs. Julie Jones*

BRIDE (GOES BY) \_\_\_\_\_ GROOM (GOES BY) \_\_\_\_\_

## Musical Selections

Please make your selections from the list of traditional dances below, or add your own personal preferences.

*Note: JAMM has an extensive music library & expertise in locating songs, but we may rely on you to bring your personal copy of pieces that are not obtainable.*

Background musical style for pre/dinner music? Jazz, Standards, Love Songs, Other: \_\_\_\_\_

Are there any special musical selections **you would like played?** \_\_\_\_\_

Are there any musical selections **you would like excluded?** \_\_\_\_\_

Introduction Song TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Bride & Groom's First Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Father & Daughter Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Mother & Son Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Parent's Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Wedding Party Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Anniversary Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Dollar Dance(2-5 songs) TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Last Dance TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Other: \_\_\_\_\_ TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

We can make the following upbeat with fun, tongue-in-cheek musical selections, or low-key with more sophisticated songs.

Garner Removal TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Bouquet Toss/Dedication TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_

Garner Toss TITLE: \_\_\_\_\_ ARTIST: \_\_\_\_\_