

# K2PRODUCTIONS

MAKING ALL OF YOUR OCCASIONS UNFORGETTABLE

## K2Productions Reception Planning Sheet

Your Reception Planning Sheet is your DJ's best resource to manage your wedding reception. Please complete this form in its entirety and with as much detail as possible. We ask that you return your completed planning sheet to K2Productions by email, fax, or mail no later than one month before your event. This will ensure your DJ has plenty of time to look over the planning sheet and go over all of the details on the sheet with you in advance.

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

Event Date \_\_\_\_\_ Package Purchased \_\_\_\_\_

Event Location (Exact address) \_\_\_\_\_

Event Room at Location \_\_\_\_\_

Location of DJ Set Up \_\_\_\_\_

\*Please provide a 6-8ft table for the DJ. We will provide black linens. Any other color linens will need to be provided by the client.

Set Up Time \_\_\_\_\_

Music Beginning Time \_\_\_\_\_ Music Ending Time \_\_\_\_\_

Planner Contact Info \_\_\_\_\_

Event Location Contact Info \_\_\_\_\_

Dress Code \_\_\_\_\_ Wedding Colors \_\_\_\_\_

\*Account balance is due three weeks prior to your event.

### Arrival –

Will guests be waiting in reception space before the bride and groom arrive? Yes No

Do you wish for music to be played for guests during this time? Yes No

Please provide any additional announcements to be made before the party arrives

\_\_\_\_\_

K2 will play a fantastic mix of cocktail/dinner music for your guests that are upbeat yet relaxing and set a moderate level allowing your guests to socialize. If you have any specific requests or types of music please provide below.

Who would you like announced? Wedding Party Bride and Groom

Wedding Party Entrance Music

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Bride/Groom Entrance Music

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Wedding Party –

Bride's Parents \_\_\_\_\_

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Groom's Parents \_\_\_\_\_

Usher \_\_\_\_\_

Usher \_\_\_\_\_

Usher \_\_\_\_\_

Usher \_\_\_\_\_

Flower Girl \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Other \_\_\_\_\_

## Bridesmaids & Groomsmen

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

\_\_\_\_\_ Escorted by \_\_\_\_\_

## Maid/Matron of Honor & Best Man

\_\_\_\_\_ Escorted by \_\_\_\_\_

Bride & Groom \_\_\_\_\_

## First Dances –

Bride & Groom

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Father & Bride

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Groom & Mother

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Other

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

## Dining & Highlight Events –

What type of meal is provided? \_\_\_\_\_

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When will DJ meal be provided? \_\_\_\_\_

\*Please provide meal to DJ table. Plated meal is not required.

Would you like the DJ to announce the meal?  Yes  No

Will a blessing be given?  Yes  No If so, by whom? \_\_\_\_\_

Will the DJ announce the blessing?  Yes  No

Will there be a toast given?  Yes  No If so, by whom? \_\_\_\_\_

Will the DJ announce the toast?  Yes  No

Additional announcements \_\_\_\_\_

Cake Cutting

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Dollar Dance

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Bouquet Toss

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Garter Toss

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Bride & Groom Grand Exit

Song Name/Artist \_\_\_\_\_ When \_\_\_\_\_

Will guests be asked to participate in exit?  Yes  No

Final Announcements \_\_\_\_\_

Will music be played after the Bride and Groom depart?  Yes  No

What type of music to you prefer? (Top 40, 90's, 80's, 70's, 60's, 50's R&B, Big Band, Rock n Roll, Alternative, Rap, Country, Disco, Salsa, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like the DJ to accept requests from guests?  Yes  No

Please provide any specific song requests below:

Song \_\_\_\_\_ Artist \_\_\_\_\_

Song \_\_\_\_\_ Artist \_\_\_\_\_

Song \_\_\_\_\_ Artist \_\_\_\_\_

Song \_\_\_\_\_ Artist \_\_\_\_\_

Song \_\_\_\_\_ Artist \_\_\_\_\_

Song \_\_\_\_\_ Artist \_\_\_\_\_

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Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____

Please provide any music you would like on your do NOT play list:

Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____
Song _____	Artist _____

Who are we working with?

Venue \_\_\_\_\_

Planner \_\_\_\_\_

Caterer \_\_\_\_\_

Florist \_\_\_\_\_

Cake \_\_\_\_\_

Photographer \_\_\_\_\_

Videographer \_\_\_\_\_