



ACE
Entertainment

(812) 825-8890

www.acediscjockey.com

Reception Guide Sheet

General Information

Bride's Name :		Groom's Name:	
Introduce Bride and Groom as:			
Reception Date:		DJ Starting Time _____	DJ Ending Time _____
Reception Site:		Reception starting time:	
Room:		Contact Person & Emergency Phone Number:	
Est. Guest Arrival Time:		Est. Bridal Party Arrival Time:	
DJ Attire: (Formal Attire add \$50.00)		Number Of Guest Expected	
Stairs:	Yes No	Guests Approximate Age Range	
Elevator:	Yes No		

Reception Details

Dinner Music	Yes No	Dinner Music Type:	
Toast:	Yes No	Toast By:	
Blessing	Yes No	Blessing By:	
Dinner	Served Buffet	Announce Bridal Party	Yes No
Bride and Groom First Dance	Yes No	<u>Bride and Groom Song:</u>	
Father/Daughter Dance	Yes No	<u>Bride and Father Song:</u>	
Groom and Mother Dance	Yes No	<u>Groom and Mother Song:</u>	
Bridal Party Dance	Yes No	<u>Bridal Party Song:</u>	
Bouquet Toss	Yes No	Garter Toss:	Yes No
Announce Cake Cutting?	Yes No	Will You Be Having A Dollar Dance?	Yes No

***Please list any *special* instructions/requests on the back of this form.**