



Call 517-393-0788 or 517-881-1162 if help is needed in filling out form or e-mail fnightwatchprod@comcast.net

Nightwatch Productions Wedding Reception Planner

Please fill out this planner and return to us at: **5011 Tenny Street, Lansing MI. 48910** by: _____
 This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet
 Put an x at anything you do not want or does not apply. After returning this form, please notify us of any changes.
 Thank You!

INTRODUCTIONS: Please number the following in the order you would like to have announced. (Grand Entrance)

_____ Parents of the Bride _____	
_____ Parents of the Groom _____	
_____ Step Parents of the Bride _____	
_____ Step Parents of the Groom _____	
_____ Flower Girl _____	_____ Ring Bearer _____
_____ Bridesmaid _____	_____ Groomsman _____
_____ Bridesmaid _____	_____ Groomsman _____
_____ Bridesmaid _____	_____ Groomsman _____
_____ Bridesmaid _____	_____ Groomsman _____
_____ Bridesmaid _____	_____ Groomsman _____
_____ Maid/Matron of Honor _____	_____ Best Man _____
_____ Bride _____	_____ Groom _____

How would you like to be introduced? (Mr. & Mrs, Other):

DANCES

Bride & Groom Dance (1st Dance):

Song _____
 Artist(s) _____

Groom & Mother Dance:

Song _____
 Artist(s) _____

Bride & Father Dance:

Song _____
 Artist(s) _____

Wedding Party Dance:

Song _____
 Artist(s) _____

MUSIC

Music for the Cutting of the Cake:

Song _____
 Artist(s) _____

Other Dance: (If chosen)

Song _____
 Artist(s) _____

Music for the Bouquet Toss:

Song _____

Artist(s) _____

Music for the Removal of the Garter:

Song _____

Artist(s) _____

Music for the Garter Catcher to place the garter:

Song _____

Artist(s) _____

Music for the Garter Toss:

Song _____

Artist(s) _____

Music for the Dollar Dance (If Chosen): Any special songs you want played

Song _____ Song _____ Song _____

Artist(s) _____ Artist(s) _____ Artist(s) _____

Reception Event Order

This is for you to use as a guideline in planning your wedding reception. Please insert a number next to each event. Start with number 1 and follow in numerical order. **All events are optional**, please put a X through any event to eliminate.

_____ **Background Music** will be played during the arrival of the guests.

_____ **Wedding Party Announcements** The DJ and will announce the wedding party. **Time (approx):** _____

_____ **Toast** The best man will be introduced. Wireless microphone is available. Before _____ or After _____ Dinner is served

_____ **Other Toasts** Father of the Bride _____ Father of the Groom _____ Maid of Honor _____ Other: _____

_____ **Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.

_____ **Food Service** will be announced and dinner music will be played. **Time (approx):** _____

_____ **Cake Cutting** announced and attention will be directed towards the cake and the Bride & Groom.

_____ **Special Dance - Bride & Groom** will be introduced and their special song played.

_____ **Special Dance - Bride & Father** will be introduced and their special song played.

_____ **Special Dance - Groom & Mother** will be introduced and their special song played.

_____ **Special Dance - Wedding Party** will be invited onto the dance floor to dance to a song selected by you.

_____ **Other – (Grand Entrance Song)** _____

_____ **Garter Removal & Toss** The bride sits down and the groom removes the garter from her leg. We will then call the groom and the groomsmen (optional) to the dance floor. Next, we will give a countdown for the toss.

_____ **Bouquet Toss** We will call the bride and the single women to the dance floor. Then we will give a countdown for the toss.

_____ **Garter Catcher places the Garter on the Bouquet Catcher's leg** They will be introduced and your chosen song played if appropriate i.e. under age or close relative.

For the next section, please also consider the music requests/styles from your guests that they might request:

Songs and/or types of music you **DO NOT** want to hear:

Songs and/or types of music you **DO** want to hear:

Last song / dance of the night:

Birthdays or Anniversaries to be announced:

Avalanche/Snowball Dance Yes _____ / No _____

This is great way to get all your guests onto the dance floor. Here's how it works ... The wedding party is called onto the dance floor and a song is played (The song is a fast song) and the wedding party begins dancing. Now, when they hear the music stop, each person will go into the audience and bring back a different dance partner to the dance floor. Then, when everyone comes back to the dance floor, the dancing begins again. This cycle continues until everyone is on the dance floor. This dance is usually done at the beginning of the open dancing.

Anniversary Dance Yes _____ / No _____

All married couples are asked to come to the dance floor. I then ask couples who have been married less than a ½ year to sit down. Then couples married 1 yr, 3 yrs, 5yrs. Etc. you get the picture. The last couple dancing is the one that has been married the longest. I invite that couple to offer any words of encouragement, advice etc. to give to the bride and groom. This dance is a big hit at weddings

Optional Specialty Dances Please check the dances that you would like to have.

_____ Dollar Dance _____ Chicken Dance _____ Hokey Pokey _____ Cha-Cha Slide _____ Hustle _____ Macarena _____ YMCA

Other: _____

Ethnic Music: _____

Any additional comments or anything special you would like to add for your wedding reception?

May we take pictures/video at your wedding reception to post on our website and also provide copies to you for your enjoyment? Yes _____ / No _____

Need some suggestions for that special dance song and/or music for an event?

Visit our website at: www.nightwatchprod.com to view a list of wedding song suggestions.

Your time and effort put forth into completing this planner is greatly appreciated!

Please complete and mail back to us by the date indicated on the top of the first page.

You will receive a phone call a ten days to a week prior of your wedding reception to confirm the details on this wedding planner and a final consultation to make sure all details are clear for both of us.