



# NIGHTHAWK DJ SERVICE WEDDING RECEPTION PLANNER

The following is your Personal Wedding Reception Planner. This form enables us to help you prepare for your reception. Please complete this form, we will be in contact with you one to two weeks before your reception to review the planner and finalize all details. Thank you for your time and we look forward to your special day. Should you have any questions, please do not hesitate to contact us.

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

Reception Date: \_\_\_\_\_ Reception Location: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Time your guests are invited to the reception: \_\_\_\_\_ Time reception is scheduled to end: \_\_\_\_\_

Time you and your bridal party are planning to arrive at the reception: \_\_\_\_\_

**Would you like for us to announce the Bride and Groom?** YES NO  
**Would you like for us to introduce the members of your wedding party?** YES NO

If "YES", please list the names of your Wedding Party below: (if more room is needed please use a separate sheet of paper)

Usher: \_\_\_\_\_ Usher: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Jr. Bridesmaid: \_\_\_\_\_ Jr. Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

### How would you prefer to be announced?

(for example: Mr. And Mrs. John and Jane Smith, Mr. And Mrs. John Smith, John and Jane Smith)

Would you like a special song played as you make your entrance? YES NO

If YES, List the Title and Artist of Song \_\_\_\_\_

Will the Father of the Bride, Father of the Groom or anyone else wish to say a few words of welcome? YES NO

If YES, list name and relationship: \_\_\_\_\_

Will the BEST MAN, MAID/MATRON of HONOR or BOTH be making a toast to the Bride and Groom? YES NO BOTH

Will there be a blessing before dinner? YES NO If YES, who will offer the blessing \_\_\_\_\_

Time Dinner is to be served: \_\_\_\_\_ Type of Dinner (Circle one) Sit Down Buffet Other

Will you be cutting the wedding cake? YES NO If YES, (Circle one) After you enter / After Dinner

**Please check the dances that you wish to include and indicate the song title and artist for that dance.**

If the Bride/Father and Groom/Mother dances are to be combined into one dance, please indicate by checking here.

\_\_\_ First Dance Title: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_ Bride/Father Title: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_ Groom/Mother Title: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_ Parents Title: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_ Wedding Party Title: \_\_\_\_\_ Artist: \_\_\_\_\_

\_\_\_ Snowball Dance For this dance the entire wedding party is invited onto the dance floor, we will then play a Big Band /50's and 60's medley and when we announce "SNOWBALL" everyone on the dance floor will go out to your guests, find a friend and bring them out to dance. **This is a great icebreaker!!**

<p><b>Will the Bride be tossing her bouquet?</b> YES NO</p> <p>If YES, is there a special song you would like played? _____</p> <p><b>Will the Groom be tossing the garter?</b> YES NO</p> <p>If YES, is there a special song you would like played? _____</p> <p>Will the Bride and Groom be participating in a Dollar Dance YES NO</p> <p><small>NightHawk will introduce this dance as a "Traditional" Dollar Dance to preserve the elegance of your event.</small></p>	<p><b>DJ Personality Preference</b> (Check all that apply)</p> <p>___ Refined</p> <p>___ Elegant</p> <p>___ Classy</p> <p>___ Fun</p> <p>___ Interactive</p> <p>___ High Energy</p>
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**Please tell us what types of music you would like to hear at your reception**

<b>Complete Variety</b>	<b>Top 40 POP</b> i.e. Justin Timberlake / Christina Aguilera / Pink	<b>Big Band / Swing</b> i.e. Glenn Miller / Count Basie / Duke Ellington	<b>80's Dance</b> i.e. Madonna / Cyndi Lauper / Tone-Lo / Michael Jackson	<b>70's</b> i.e. Jim Croce / Van Morrison	<b>Oldies</b> i.e. Elvis Presley / Chubby Checker
<b>Country</b> i.e. Rascal Flatts / Toby Keith / George Strait / Alan Jackson	<b>Top 40 Dance</b> i.e. Ludacris / Nelly / Rihanna / Akon	<b>Motown</b> i.e. Marvin Gaye / Aretha Franklin / Temptations	<b>80's Rock</b> i.e. Joan Jett / Def Leppard / Poison / Bon Jovi	<b>Classic Rock</b> i.e. AC/DC / Lynard Skynard	<b>Soul / R &amp; B</b> i.e. Gerald LeVert / R. Kelly / Babyface
<b>Funk</b> i.e. Rick James / Cameo / Earth, Wind and Fire	<b>Disco</b> i.e. ABBA / The Bee Gees / K.C. & the Sunshine Band	<b>Rap (Radio Edited)</b> i.e. Snoop Dogg / 50 Cent / Chamillionaire	<b>Polka &amp; Waltzes</b> i.e. Myron Floren / Lawrence Welk	<b>Slow</b> Various Artists and Genres	<b>Other</b> Indicate Other Genres Below

**Please list below any songs that you would definitely like to hear.**


**Please list below any songs that you definitely DO NOT want to be played .**


**Please list below any special announcements that you would like us to make.**


NightHawk will make every effort to play song requests, however, NightHawk does not guarantee that every request will be played. NightHawk reserves the right to refuse to play any song request if the DJ feels the song to be inappropriate due to language or suggestive content. All song selections played by NightHawk are radio edited. All discretion and censorship issues are explained in the line above.