



StagePro Wedding Reception Planner

23085 Milwaukee Ave.
Big Bend, WI 53103
Telephone: (414) 477-6000
www.StageProOnline.com

Stage Pro Entertainment, LLC. (Seller) agrees to provide Production work located at the address listed below under the following terms and conditions:

Buyer's Name _____ Phone _____

Address _____ Date _____

City _____ State _____ Zip Code _____

Name of Facility _____ Phone of Facility _____

Address of Facility _____ State _____ Zip Code _____

Contact Person at Facility _____ Contact Person Number _____

Maximum Capacity of Facility _____ Estimated Guests/Patrons _____

Date(s) Said Event _____ Reception Start Time _____ Reception End Time _____

Performer Location ___ Stage ___ Platform ___ Floor ___ Outdoors ___ Indoors Other: _____

Please note - We require approximately 12'X5' area for equipment and lights. 8'X5 without lighting, this is a minimum. We would like to begin setting up at least one hour prior to the start of your event and arrival of guests. Lighting option requires ½ hour setup.

Please fill out this questionnaire and return to us at: 23085 Milwaukee Ave. Big Bend WI 53103 by:

*This will help assure that your event will flow smoothly. Feel free to add or remove anything on this sheet.
After returning this form, please notify us of any changes. Thank You!*

Earliest set up time: _____

Photographer Name _____ Videographer Name _____

Photographer Phone _____ Videographer Phone _____

Florist Name _____ Cake Supplier Name _____

Florist Phone _____ Cake Supplier Phone _____

DJ Attire: Tux___ (Fee Applies) Jacket & Tie___ Casual ___ Black ___ Theme _____(Such as country)

Will DJ also serve as Master of Ceremony? Yes___ No___

Will you be using a Reception Coordinator? Yes___ No___

If yes, Name of your Coordinator: _____

Phone of your Coordinator: _____

Approximate time you and your wedding party will arrive? _____ If dinner is served, approximate time of meal? _____

Dinner Type: Sit-Down___ Buffet___ Stations___ May The DJ Join You For Dinner? Yes / No



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Dinner

If you have a buffet/stations the DJ will invite the Bridal party to the buffet first followed by your guests. When The DJ Eats they will eat at the DJ table, The DJ's eating will in NO way interrupt or affect his performance. It is traditionally implied that the DJ, Photographer(s), along with any other major players in your wedding to join you for dinner. When you arrive at your reception, an introduction of your Bridal Party will be made if you desire. The DJ can introduce the Wedding Party by name or the bride and groom only. The receiving line is an option, you may have it at the church, at the reception, or not at all. It is acceptable for the Bride and Groom to greet each table separately later during the reception. This must be pre-organized for best appearance. This task usually is handled by your Reception Coordinator or Host/Hostess. Please list all members in the order they will walk down the aisle at the ceremony. This is the customary way to introduce the Wedding Party. It is important that the Wedding Party does not enter the reception venue before introductions are made. Introductions of Ring Bearer/Flower Girl is optional. The introduction of the parents can also be optional if it would create an awkward situation such as those resulting from remarriages, divorce, widow, etc.

INTRODUCTIONS Please number the following in the order you would like to have announced.

_____ Parents of the Bride _____

_____ Parents of the Groom _____

_____ Flower Girl _____ Ring Bearer _____

_____ Flower Girl _____ Ring Bearer _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Bridesmaid _____ Groomsman _____

_____ Maid of Honor _____ Best Man _____

_____ Maid of Honor _____ Best Man _____

_____ Bride _____ Groom _____

How would you like to be introduced? Mr. & Mrs. _____

Toasts by the Best Man and Maid/Matron of Honor are usually done after everyone has been served, the bridal party has finished eating, and before the cake is cut. The DJ will observe the progress of dinner and suggest a proper time for the toast. A microphone will be available for the Best Man and Maid/Matron of honor or anyone else wanting to toast the Bride and Groom.



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DANCES

Bride & Groom Dance:

Groom & Mother Dance:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

Bride & Father Dance:

Wedding Party Dance:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

Garner Catcher:

Bouquet Catcher:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

MUSIC

Music for the Cutting of the Cake

Music for the Removal of the Garter:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

Music for the Bouquet Toss :

Music for the Garter Toss:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

Music for the Garter/Bouquet Catcher to dance:

Music for Special Performance:

Song _____ Song _____

Artist(s) _____ Artist(s) _____

Music for the Generations Dance:

Song _____

Artist(s) _____

Music for the Dollar Dance (If Chosen):

Song _____ Song _____ Song _____

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



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Cake Cutting

This is usually done after the toasts while the guests are completing their meal, or first thing after the Grand March. This keeps the reception moving along and allows the guests to be served cake immediately after dinner. Most photographers also prefer this schedule. This is especially important if the photographer is only scheduled to be at the reception for a limited time.

First Dance

The Bride and Groom dance at this time to a previously selected song of their choice. This is suggested since the toast, cake cutting, and first dance require everyone's attention and for the Bride and Groom to be together. The DJ will make the appropriate announcements.

Bridal Party Dance

This is a tradition, but also an option. The purpose is to honor the Bridal Party. It can be performed to a separate song or can be combined with the parents' dance. A previously selected song will be played. The DJ will make the necessary announcements.

Parent's Dances

This is an option. The purpose is to honor the Parents of the Bride and Groom, Mother/Son, and Father/Daughter. The Mother/Son and Father/Daughter dance can also be combined into one. Previously selected songs will be played. The DJ will make the necessary announcements.

Bouquet and Garter

By following the first dances with this tradition, you will keep the attention of your guests and the photographer will already be on the floor.

Tossing of Bouquet Y____ N____

Throwing of Garter Y____ N____

Person who catches Garter puts it on person who catches Bouquet? Y____ N____

This can be very entertaining to your guests! But, we will only do this if the persons catching the bouquet and garter are "of age". This is not appropriate for children to do.

Open Dancing

The dancing atmosphere at this time is usually held to a moderate tempo and will pick up throughout the evening. The DJ will observe the audience and adjust the music as necessary.

Dollar Dance

This is an option. Some may refer to this as the Honeymoon dance or Money dance. The DJ will make announcements to assist in coordinating the dance. The presence of the Best Man and Maid/Matron of Honor is also required. The Dollar dance is a long standing tradition. We usually do this after about an hour of open dancing. Dollar Dance Y____ N____

Open Dancing Continues

The rest of the reception will be open dancing with music selection to suit you and your guests. The tempo will pick up. Interactive dances will be arranged by the DJ. If the reception is going late and several guests are remaining as the end nears, additional hours can be arranged at this time if the venue manager agrees.

Last Dance

This is an option, also. The song usually used is the same as the first dance song. A different song may also be chosen.

Requests

You may have specific songs which you would like to have played during your reception, and you may prefer to eliminate certain songs or kinds of music. We do however, discourage you from setting the entire music format as this is rarely successful. Our years of experience are the best judge of what will get your guests up and dancing. We will also accept danceable requests from your guests.

The Music

This section is concerned with helping you to understand a few important facets of the music that will be played to make your wedding reception a success. Music comes in all styles. Casual or sophisticated; classical or rock; reggae or jazz; polka or pop. It is played loud or soft and fast or slow. It appeals to young and old. It can make you feel lively or lethargic. Music is a common element of everyday life, but for your wedding celebration, the music should be extraordinary and special.

Music Styles

Playing a variety of music styles is a big part of our programming that will make the dancing segment of your wedding reception a huge success. It is impossible to play any one specific type of music that will appeal to everyone. Ethnic tunes, oldies, and today's hits are combined in a cohesive presentation to allow your guests the opportunity to participate in your celebration, and enjoy themselves on the dance floor. Playing heavy metal or gangster rap, for example, will upset and displease some of your guests while pleasing a very small minority. People often request songs that do not "fit in" with your intended programming, or they may request inappropriate songs, such as those about divorce. We do not honor such requests nor, will songs with explicit lyrics be played if minors are present.

Sound Levels

Music volume will be kept at an appropriate level so it doesn't "interfere" with the event. Through out all segments of the reception, cocktail hour, dinner and dancing, the music will add to the proper atmosphere. During dinner the music will be loud enough to fill in any "dead" air that may occur while people are enjoying their meal.

However, the music level will not be so loud that it is distracting when you are engaged in normal conversation. As the event progresses into the dancing portion of the event, the volume will increase. The increase will be mainly concentrated on the dance floor. This will add to the excitement of the party and help to entice your guests to the dance floor. Some people may prefer conversation over dancing. They should be able to find quieter areas away from the dance floor. Usually those that complain about the volume are those sitting in front of the speakers!



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 line through any event to eliminate.

- Background Music** will be played during the arrival of the guests.
- Wedding Party Announcements** The DJ and DJ assistant will announce the wedding party. **Time:** _____
- Toast** The best man will be introduced. Wireless microphone is available. Before or After dinner is served? Please circle one.
- Other Toasts** Please circle. Father of the Bride Father of the Groom Maid of Honor Groomsman Bridesmaid
- Blessing/Grace** before dinner, chosen person will be introduced. Wireless microphone available.
- Food Service** will be announced and dinner music will be played. **Time:** _____
- 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.
- Open Dancing** to your music selections along with appropriate requests from your guests.
- Garter Removal & Toss** The bride sits down and the groom uses only his teeth to take the garter off the bride.
We will then call the groom and the single men 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 dresses the Garter on the Bouquet Catcher's leg** They will be introduced and your chosen song played.
- Bouquet Catcher dresses the Garter on the Garter Catcher's leg** They will be introduced and your chosen song played.
- Special Dance - Couple who caught Garter & Bouquet** Their special song played.
- Dancing** to more dance music until the end of your reception.
- Other** - Use to write in your own special event or dance, otherwise please disregard.
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For the next section, please also consider the music requests from your guests.

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 Dance

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. Typically lasts 3-4 songs.

Generations Dance

This is great way to give recognition to the older generation, At this time we ask all married couples to the dance floor, as the music plays the DJ will start to dismiss couples off the dance floor according by length of marriage, start with you at only a few hours, 1 years, 2 years, 3 years, 4 years, 5 years and so on, until we get to the last couple, typically Grand parents, DJ will then ask for applause. This is a very great dance to respect and get the older generation involved, this also makes great pictures. Typically lasts 2-3 songs.

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
 Avalanche Dance
 Generations Dance
 Electric Slide
 Beer Barrel Polka
 Bunny Hop
 Locomotion



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This form is NOT the final decision, although it should reflect the general Idea of what you want. We recommend that you photo copy this form and from the date that you turn the original copy in until the few days before your event, use this as your actual reception planner, make notes, make changes, make comments, then mail me your updated copy the week before your event.

May we take pictures at your wedding reception? Yes / No (Please circle one)

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

Visit our website at: www.StageProEntertainment.com.

At any time day or night feel free to contact us with a question or concern. Although we may not answer leave a message so you don't forget what you called about!

Business Office Phone: 414-477-6000

General Booking Email: Booking@StageProOnline.com

*Please Remember That This Is **YOUR** Day, We Are Here To Help You Make It Happen!*

Ask or suggest anything that you might think that you will like.

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 the week of your wedding reception to confirm the details on this wedding planner

ACCEPTED BY BUYER

Buyer: _____

Date: _____, 20____

Buyer: _____

Date: _____, 20____

Stage Pro Entertainment

By: _____ (Representative)

*Name: _____

Its: _____

Date: _____, 20____

* If the name of the sales representative or agent who solicited or negotiated this contract is different than the representative of the Seller signing this Contract, then the name and address of such representative or agent is as follows: _____