

Reception Planner

Thanks for trusting Backthird Events with your wedding celebration!

Your online planning tools: Visit backthirdevents.com and follow the "client login" link in the bottom-left corner to begin working on your final reception plans. **Your password:**

We ask that you submit your online planner **30 days** before your reception so we can check in with your other vendors and prepare your music. Complete the parts that matter to you, and leave the rest to us.

Use this hard-copy version of your reception planner to jot down ideas as you have them, then transfer them to the online version when you're ready.

Your bandleader or DJ will contact you shortly after booking. Feel free to contact this person any time for input or advice as your wedding plans come together. Great celebrations start with great relationships!

the basics:

Bride's name: _____	Groom's name: _____
phone: _____	e-mail: _____
reception date: _____	reception times: _____
location: _____	no. of guests: _____
room for cocktails: _____	cocktails are: indoors outdoors
room for dinner/dancing: _____	dinner/dancing is: indoors outdoors

your vendors:

Please list other vendors we'll be working with at your reception, along with contact information:

	<u>contact name</u>	<u>contact phone</u>
coordinator: _____		
facility: _____		
caterer: _____		
photographer: _____		
videographer: _____		
other: _____		

after the party:

Please let us know how we can contact you after the wedding:

New address: _____	email: _____
City/State/Zip: _____	phone: _____

the schedule:

Below are some standard reception events listed in their "standard" order from top to bottom. Use blank spots in the left-hand column to add additional events (video, garter toss etc) not already listed. If there's an event listed here you don't want to d

Your reception doesn't have to follow the order below. Use the far left column to indicate the approximate time and preferred order for each event. You'll enter these times in the **Event Timeline** online.

<u>approx. time</u>	<u>event</u>	<u>music selection (title/artist or genre)</u>
	cocktail hour	
	wedding party entrance	
	bride/groom's entrance	
	cake cutting	

<u>approx. time</u>	<u>event</u>	<u>guests to speak (name and relationship)</u>
	toasts	best man:
		maid/matron of honor:

<u>approx. time</u>	<u>event</u>	<u>music selection (title/artist or genre)</u>
	blessing	
	dinner	
	first dance	
	father/daughter dance	
	mother/son dance	
	open dancing	
	bouquet toss	
	last dance	

the introductions:

Please indicate below how you'd like us to introduce your wedding party before dinner. The way you give us names below is the way your DJ will announce them. Include pronunciations where you think we'll need them!

how to introduce

grandparents, parents etc:	
flower girls, ring bearer etc:	
bridal party:	
bride and groom:	

the music:

Give us an idea of which kinds of music you and your guests will most enjoy dancing to - and which you absolutely won't want to hear. This is a general guide for the bandleader or DJ -- you should use the online **Music Requests** form to make specific song r

- | | | | |
|------------------|-----------|-------------------------------------|--------------------|
| jazz/big band | swing | classic rock | country |
| oldies (50s/60s) | Motown | 80s hair rock | 80s dance/new wave |
| disco | funk | 90s dance/club | rap/hip-hop |
| | radio pop | participation (chicken, slides etc) | |

The "Must Play" List

Songs not listed elsewhere in this planner that you definitely want played during open dancing:

title	artist

The "Don't Play" List

Songs we won't play without your permission, no matter how they beg and bribe:

title	artist