

# Conway Entertainment Reception Planning Form

## Contact Information:

Name: Billy Bob Thorton

Email: adam@conwayentertainment.com

Daytime Phone:

Evening Phone:

Bride's Name:

Groom's Name:

## Event Information:

Reception Date: 01/25/03

Start Time of reception:

End Time of reception:

Approximate time guests begin arriving?

Approximate number of guests:

DJ dress:

If other:

## Reception Hall Information:

Location Name:

Location Address:

Location Manager:

Location Phone Number:

Directions to reception location:

The reception is:

If a specific room, the room name is:

The floor the room is on?

Is there an elevator?

## Set-up

### At the location, we only require the following items:

- Sufficient Power: A 110 volt, 15 amp (or more) circuit for DJ equipment use only. We require a second 15 amp circuit if setting up a lightshow.
- At least (1) six-foot or larger table. If possible, please provide table cloth and skirting.
- Protection from direct sunlight and rain if location is outside.

### We generally begin setting up one hour prior to the start of the reception.

If an earlier set-up is required, please tell us when to set-up.

Please note, this option is not always available and is usually an additional charge.

### The following is a list of items that may take place at your reception:

Please check the items you desire.

Garter\_Toss,Bouquet\_Toss,Cake\_Cutting,Dollar\_Dance,Centerpiece\_Giveaway,Other

If other item:

Specific important songs:

## Other Information:

The photographer?

Photographer phone:

The videographer?

Videographer phone:

Ceremony location:

Ceremony start time:

Estimated length of ceremony:

Estimated drive time from ceremony to reception location:

### Answer the following only if you are having the ceremony at the reception location

Is ceremony in the same room as the reception?

If no, where?

Do we provide the music?

What type of music for ceremony?

If other, explain:

Is there a receiving line?

## The wedding song

First Dance Song, title and artist:

When? before\_meal

Have wedding party join in? yes

Play additional songs for wedding party? yes

Song and artist if important:

### Please indicate whether or not you would like the following:

Father/daughter dance: yes

If so, title and artist:

Mother/son dance: yes

If so, title and artist:

Cocktail Hour: yes

If so, time and duration:

Cocktail hour location, if different:

Toast before meal: yes

If so, best man/other:

Blessing before meal: yes

If so, whom:

Meal type: sit down

Meal(s) for DJ(s)? yes

### Important Songs and/or requests:

Some examples may be dance for parents, last song of the night, etc.... If dedication, please write for whom.

### Other musical categories:

Feel free to list other categories of music (included titles/artists) that guests may be interested in hearing.

### Songs or dances you would not like played:

Fill in only if important.

### Notes:

Please list any additional information, details, needs, and/or special instructions.