



**Get On Up Entertainment**  
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## *Reception Planner*

**Don't worry if you don't have all of the information to complete this planner. Fill in the information you are sure about, and we will help you complete it when we get together for the planning consultation.**

Contact Information

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_  
 Phone/Email: \_\_\_\_\_ Phone/Email: \_\_\_\_\_  
 Wedding Date: \_\_\_\_\_ Setup Start Time: \_\_\_\_\_ Entertainment Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Special Dance Request:

Bride and Groom (First Dance)

\_\_\_\_\_  
 (Title) \_\_\_\_\_ (Artist)

Bride and Father: (Check One)

Daddy's Little Girl     Wind Beneath My Wings     Unforgettable  
 Butterfly Kisses     Other (Complete information on line below)

\_\_\_\_\_  
 (Title) \_\_\_\_\_ (Artist)

Groom and Mother: (Check One)

The Times of Your Life     Three Times a Lady     Through The Years  
 Sunrise Sunset     Song For my Son     Other (Complete below)

\_\_\_\_\_  
 (Title) \_\_\_\_\_ (Artist)

Song Request For:

Cake Cutting:

\_\_\_\_\_  
 (Title) \_\_\_\_\_ (Artist)

Bouquet Toss:

\_\_\_\_\_  
 (Title) \_\_\_\_\_ (Artist)

## Reception Information

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Garter Removal:

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Artist)

Garter Toss:

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Artist)

Garter Placement:

\_\_\_\_\_

(Title)

\_\_\_\_\_

(Artist)

Specialty Songs or Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Cocktail Hour

Is cocktail hour in same room as main reception?

If not, what room is it in?

Music for cocktail hour:

Reception Start (Guests enter main reception room from cocktail room)

Music to start with (*high-energy dance music recommended*):

### Reception Grand Entrance / Introductions

Introductions can be performed by Get On Up Entertainments' MC (Master of Ceremonies), or by someone else. (*Requests to change this at the reception will only be honored if given directly by the Parents to the MC.*) Who will be performing the introductions?

Suggested order of introductions:

1. Parents (*usually introduced as Host and Hostess, Bob and Jane*)
2. Siblings
3. Guest of Honor

Please list those to be introduced during the grand entrance in the order they will be introduced. You can choose different songs for each person or one for the entire group. *Use additional sheets if necessary. If you want, interesting tidbits of information about relationships to the guest of honor can be announced—if so, please write details below each person's name.*

Name(s)

Phonetic Pronunciation(s)

How to Introduce

## Reception Planner

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If the photographer or videographer requests it, do you want us to clear the dance floor or delay the start of dancing for the completion of table photos and/or interviews?

### Follow-Along Dances

If there are any specific dances you would like us to lead, please note them here. Here are some of the dances we are currently doing:

- Agadoo
- Blame It On The Boogie
- Car Wash
- Cha Cha Slide
- Chicken Dance
- C'mon 'N Ride It (The Train)
- Conga Line
- Cotton-Eyed Joe (Rednex)
- Cup Of Life (Ricky Martin)
- Dollar Wine Dance
- El Tongoneo (Mestizzo)
- Electric Slide
- Get Down Tonight
- Greased Lightning
- Hands Up (from Club Med)
- Hokey Pokey
- Hold Your Head (Bahamas)
- Kung Fu Fighting (Bus Stop)
- Let It Whip
- Lindy (swing)
- Macarena
- Mambo Number 5
- Maria (Ricky Martin)
- Men In Black
- Mony Mony
- Piano Man
- Play That Funky Music
- Runaround Sue
- Shout
- Staying Alive
- Swing Engine
- Turn The Beat Around
- Walk This Way (Run DMC)
- Wild Wild West (Will Smith)
- YMCA

## Reception Planner

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List Of Songs & Music Types NOT To Be Played (Use back or additional sheets if necessary)

List Of Songs To Be Played ONLY IF REQUESTED BY A GUEST (Use back or additional sheets if necessary)

Music Requests (Songs to DEFINITELY be played) (Use back or additional sheets if necessary)

Try to put only 5-10 MUST PLAY requests here, and list additional requests in the next section to be played if time permits. There are specific sections for music for cocktail hour, guest entrance, family entrance, candle lighting, and grand finale; do not list those songs here.

Title/Artist

Notes (specific time to play, person to dedicate to, etc.)

Additional Notes (Use back or additional sheets if necessary)

If there is anything else we need to know to ensure your reception flows smoothly, please list the details here. In particular:

- If you feel we need to be aware of Any sensitive information regarding your event, family, or guests
- If you are having a video presentation, a singer, musicians, fraternity/sorority serenade, centerpiece giveaway, or any other personalized additions that will make your party unique