

# Parm's Porta-Party

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# Reception Planning Form

Please complete as much of this form as possible and mail or email to the above address **at least three weeks** before the reception. Please print clearly and include all information that is applicable. If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Reception Date \_\_\_\_\_

Bride's Name \_\_\_\_\_

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Name of Reception Location \_\_\_\_\_

Address of Reception Location \_\_\_\_\_

Guest Arrival Time \_\_\_\_\_ End Time \_\_\_\_\_

In case we need to contact someone on the day of the wedding, please provide the following:

Wedding day contact's name \_\_\_\_\_

Cell phone number \_\_\_\_\_

**ANNOUNCEMENTS:**

- Would you like to be announced as you enter the reception? YES NO

If yes, how would you like to be announced? \_\_\_\_\_

Would you like a specific song played while entering? \_\_\_\_\_

\*If you would like to announce the entire wedding party, please provide a list prior to the reception

- Would you like the cake cutting to be announced? YES NO

If yes, at what point will the cake cutting take place? \_\_\_\_\_

Would you like a specific song played during the cake cutting? \_\_\_\_\_

- Any other announcements you would like us to make? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**DINNER:**

- Will someone be giving a welcome speech and/or blessing before dinner? YES NO

- What time is dinner scheduled to be served? \_\_\_\_\_

- Will dinner be: Plated/Served or Buffet

- What would you like played for your guest during dinner?

\_\_\_\_\_ Michael Bublé

\_\_\_\_\_ Classic Jazz era Love Songs

\_\_\_\_\_ The Rat Pack

\_\_\_\_\_ Modern Easy Listening

\_\_\_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_

- Would you be so kind as to provide a meal for your DJ? YES NO

**FIRST DANCES:**

Bride/Groom Dance?	YES	NO	_____
			(Song)
Father/Bride Dance?	YES	NO	_____
			(Song)
Mother/Groom Dance?	YES	NO	_____
			(Song)
Wedding Party Dance?	YES	NO	_____
			(Song)

**ACTIVITIES:**

- Bouquet Toss? YES NO  
Specific song to be played during the bouquet toss? \_\_\_\_\_
  
- Garter Toss? YES NO  
Specific song to be played during the garter toss? \_\_\_\_\_
  
- Would you like to have a Dollar Dance? YES NO

If yes, are there any specific songs you would like us to make sure we play during the Dollar Dance? If so, please list below:

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- Any other activity you would like us to include?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- To encourage your guests onto the dance floor, we will throw in some fun “ice breaker” songs. If you want to make sure we include any of the following, please place a check next to the selection. If you want to make sure that we do NOT include any of the following, please write a “NO” next to the selection. For all others, leave blank.

<input type="checkbox"/> Chicken Dance	<input type="checkbox"/> Cha-Cha Slide
<input type="checkbox"/> Twist	<input type="checkbox"/> Cotton-Eyed Joe
<input type="checkbox"/> Y.M.C.A	<input type="checkbox"/> Electric Slide
<input type="checkbox"/> Hokey Pokey	<input type="checkbox"/> Strokin’ Dance
<input type="checkbox"/> Hand Jive	
<input type="checkbox"/> Locomotion	Other _____
<input type="checkbox"/> Macarena	

**MUSIC:**

Which types of music would you like played at your reception? Please place a check on those you want played. If there are any types of music you want to make sure are NOT played, please write “NO” next to the selection. For all others, leave blank.

<input type="checkbox"/> Oldies	<input type="checkbox"/> Blues
<input type="checkbox"/> 70’s Classic Rock	<input type="checkbox"/> Jazz
<input type="checkbox"/> 70’s Disco	<input type="checkbox"/> R&B
<input type="checkbox"/> 80’s Pop/Rock	<input type="checkbox"/> Motown
<input type="checkbox"/> 90’s Pop/Rock	<input type="checkbox"/> Reggae
<input type="checkbox"/> 00’s Top 40 Pop/Rock	<input type="checkbox"/> Urban Dance/Hip Hop
<input type="checkbox"/> Contemporary Country (90’s – 00’s)	<input type="checkbox"/> Rap
<input type="checkbox"/> Hard Rock	<input type="checkbox"/> Latin
<input type="checkbox"/> Alternative Rock	<input type="checkbox"/> Big Band/Swing
<input type="checkbox"/> Techno	<input type="checkbox"/> Contemporary Christian

~ We will make every effort to eliminate as much profanity as possible ~

**OTHER:**

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