

Retro-Phaze DJs

Wedding Reception Itinerary Check List & Schedule

Note: please return to DJ at least two weeks prior to the event

Bride's name: _____ Groom's name: _____

Reception Date: _____

Reception Location: _____

Times:

Itinerary events/notes:

- _____: **Start of services.** > Please circle Yes or No:
*Will there be a cocktail reception at the start of the event (usually before the wedding party arrives)? **Yes/No.** *Announce the wedding party? **Yes/No.** (If yes, please provide a list of names prior to start of event)
- _____: **Dinner/food served.** We normally feature contemporary & vintage Jazz/Big Band and light Rock & Pop for the first phase of the reception. If you have a preference in addition to or in lieu of this, please indicate:

- _____: **Toast by the Best Man and First Dance.** Note: the DJ will usually invite the Bridal couple to the dance floor for their First Dance after the toast(s) are completed. If you have a preference, please specify. We normally invite the wedding party to join the newlyweds on the dance floor for the second dance. Please indicate the name of the First Dance song with artist name, as well as any further preferences - i.e., a Father-Daughter and/or Mother-Son dance, special dedications, money dance, etc.
First Dance Song: _____ Artist: _____
Other Preferences: _____

- _____: **Cake Cutting & Garter/Bouquet Toss.** Note: we normally try to group these events together. That can free up the rest of the reception for dancing and partying.
- _____: **End of services.**