



Wedding Reception Questionnaire

Name of bride: _____ Name of groom: _____

Age of bride: _____ Age of groom: _____

Reception date and time: _____ Expected number of guests: _____

Location: _____

Hard time the reception must end? _____ Pre-planned exit? _____

Wedding Planner or Coordinator _____

Photographer: _____ Will he/she be there until the end of reception? _____

Location for DJ to set up: _____

Note: We require two chairs and a minimum of 6 feet of table space, which must be within 20 feet of a three-pronged grounded electrical outlet. Tablecloth/skirting should be provided by the caterer or the reception location. If the reception is outside, full overhead cover is required to protect equipment.

Do you wish to have the bride and groom announced when they enter the room? _____
(If so, please designate someone to notify the DJ when the couple is ready.)

If so, how do wish to have them announced? _____

Do you wish to have the wedding party announced? _____

If so, a list of names and their order should be provided to the DJ. A bride's representative should work with the DJ to assure correct name pronunciation and coordinate the wedding party's entrance. As a general guide, this is the order in which the wedding party enters the reception:

**Bride's Parents → Groom's Parents → Flower Girl and Ring Bearer → Maids and Ushers →
Maid/Matron of Honor and Best Man → Newlyweds**

Will there be a toast? _____ If so, who will make it? _____

Will you be cutting your cake? _____ Before or after toast? _____

Dinner: Sitdown? _____ Buffet? _____ Family-Style? _____ Other? _____

Will there be a blessing before dinner? _____ If so, who will give it? _____

When will the first dance be? _____

Note: For the majority of couples, this occurs at the end of the meal and after the cake has been cut and the toast has been made. However, other couples prefer the first dance when they enter the room. No matter which, when notified that they're ready, the DJ will announce that it's time for the first dance and say something similar to, "Ladies and gentlemen, here in their first dance as husband and wife is (your names) dancing to (song title) by (artist)."

First Dance Song: _____

Second Dance Song: _____

Do you wish second dance song to be:

- father/bride song?
- father/bride song for first verse with mother/groom joining in after first verse/chorus?
- father/bride and mother/groom dancing together from the beginning of song?
- other? _____

Third Dance Song: _____

Do you wish third dance song to be:

- mother/groom song?
- wedding party song?
- song to open dance floor?
- other? _____

Will there be:

- throwing of the bouquet?
- throwing of the garter?
- placing of garter on the girl who caught the bouquet by the guy who caught the garter?
- other special events (such as a dollar dance, etc.)? If so, please specify:

List any special announcements you'd like made and when:

List any music requests: *(Use a separate sheet if needed.)*

List any types of music or particular songs/artists you don't wish played, even if requested by guests:

Any other instructions?

Please fill out and send this form at least two weeks before the wedding reception to:

John Quincy
6180 Fieldstone Circle
Charleston, SC 29414

Thank you! We look forward to providing a good time for you and your guests.

For any questions or assistance, call John or Darlene Quincy at **843.769.4500** or **843.557.3900**. Or, e-mail JQ@JohnQuincy.net.