

Reception Information Sheet

PLEASE FILL OUT USING PEN

PLEASE SEND AT LEAST 2 WEEKS BEFORE THE EVENT TO:

(may we suggest sending the balance due with this sheet?)

ROGER CAMPBELL
3633 SPRING RUN
MOUNTVILLE, PA 17554
(717-285-2122)

WILL DONAHOWER
1270 SEGLOCK ROAD
LITITZ, PA 17543
(717-475-1384)

BRIDE'S MAIDEN NAME (first and last): _____

GROOM'S NAME (first and last): _____

Date of event: _____ Location: _____

Phone number(s) to be reached to review this info:

Day: _____ Evening: _____

FUTURE ADDRESS of bride and groom:

ANNOUNCEMENT OF BRIDAL PARTY (usually enter to Love Theme from St. Elmo's Fire)

PARENTS OF BRIDE _____

PARENTS OF GROOM _____

BRIDESMAID _____

GROOMSMAN _____

BRIDESMAID _____

GROOMSMAN _____

BRIDESMAID _____

GROOMSMAN _____

BRIDESMAID _____

GROOMSMAN _____

FLOWER GIRL _____

RING BEARER _____

MAID / MATRON OF HONOR (circle) _____

BEST MAN _____

MR. AND MRS. (usually enter to Going to the Chapel)

TOP HAT ENTERTAINMENT INFO SHEET PAGE 2(order of events, etc.)

PLEASE CIRCLE YES OR NO AND SONG SELECTION OR FILL IN YOUR SONG CHOICE.

YES / NO TOAST TO BE GIVEN BY: _____

YES / NO BLESSING TO BE GIVEN BY: _____

MUSIC DURING MEAL: Light Jazz (Kenny G) / light piano / “rat pack” Tunes

SONG FOR CAKE CUTTING- LOVE & MARRIAGE / WHEN I’M 64 / I GOT YOU BABE / OBLA-DI OBLA-DA) or your choice: _____

SONG FOR FIRST DANCE: _____

YES / NO BRIDE-FATHER DANCE: DADDY’S LITTLE GIRL / BUTTERFLY KISSES or your choice: _____

YES / NO GROOM-MOTHER DANCE: WHAT A WONDERFUL WORLD / SONG FOR MY SON or your choice: _____

YES / NO PARENTS DANCE: THROUGH THE YEARS / YOU’RE STILL THE ONE or your choice: _____

YES / NO BRIDAL PARTY DANCE: THAT’S WHAT FRIENDS ARE FOR / FRIENDS (Michael W. Smith) or your choice: _____

YES / NO THROW BOUQUET AND GARTER

YES / NO ANNIVERSARY DANCE (call married couples up and dismiss in years of marriage)

YES / NO DOLLAR DANCE

YES / NO LAST SONG FOR BRIDE AND GROOM:

*****PLEASE NOTE: This is the usual procession of events you may combine, delete, or switch to your taste!**

SPECIAL ANNOUNCEMENTS

(Birthdays, anniversaries, etc. Please be specific with dates and years)

1. _____
2. _____
3. _____

NOTES & HELPFUL HINTS

1. We require two 6’ or two 8’ tables to set up upon. Skirting for one table is requested.
2. Place name cards on bridal table to reduce confusion during entrance.
3. One meal is politely requested at the DJ table (thank you).
4. Place the DJ tables as close to the dance floor as possible-proximity does make a difference!
5. We recommend that you do NOT place your older guests closest to where the DJ speakers are placed.