

Planning a Great Wedding Reception Written by DJ Mitch.

Over the years I have built up many options available for couples for their wedding bookings: video before the ceremony, video for the ceremony which includes some photos, music and microphones for the ceremony from the time the guests arrive, music after the ceremony before the reception, video for the reception with some photos, DJing and MCing for the reception which includes all lighting and DJ audio setup, large 100" projector screen with projector, small version on LCD monitor and laptop for photos or video, personalised monogram projected onto the wall or dance floor at the reception. Customised lighting and audio setups are available at all times. Correspondence via personal meetings, phone, emails and Facebook are welcome at anytime.



Below is selected content from the "DJ Mitch's Wedding Reception Guide", the full version is on the next page.

Firstly, what are all the factors to a finely tuned wedding reception, from the initial enquiry, booking details and often a meeting with the couple then comes the other DJ preparation of the right equipment and lighting and of course the all important music selections from the couples special music and requests to the unique DJ selections throughout the reception from the very first piece of music from the moment the guests walk to the reception room all the way through to the very end of the reception. Often I am asked to MC wedding receptions which I very much welcome and this also enhances the co-ordination of proceedings for a smooth balance to the reception to work in with the venue particularly with the meals.

There can be variations to wedding receptions but most often the running sheets go in this order:

Guests arrive at the reception venue, DJ plays background music at a low level.

Guests are asked to take their seats and the MC introduces the bridal party.

Guests are asked to be upstanding as the bridal party enter (music for entrances with introduction).



Some receptions may have a short speech at this time. DJ continues background music at a low level.

Entrées are served then main meal begins afterwards followed by the main speeches.



MC announces the bridal couple to get up for the cutting of the wedding cake (cake music played).



MC announces the Bridal Dance. DJ plays with some lighting.

Bridal party followed by guests go onto the dancefloor afterwards with party music and the best requests played.

Later on the dessert is served, the bouquet toss, some couples also choose to do the garter toss.

Within the last 20minutes of the reception the farewell circle commences and music is played at a low level which includes songs which often guests sing along to.

The night is not quite over, next is the packing up of all the gear during this time some short chats with the guests and venue manager which helps with networking for future bookings, load up all the gear and back home. If any video packages were chosen then videoing editing is done over the next few days and finalised.

DJ Mitch's Wedding Reception Guide

See website for any further details - WWW.DJMITCH.COM.AU

You are welcome to supply any special songs you have on CD or MP3 format (preferred at least one day before).

Phone plugged in for music is available but generally not recommended.

Contact DJ Mitch at any time prior to your wedding for music selections,

thousands of music tracks are available during the wedding reception including many ballads and classics.

You are welcome to arrange a meeting with DJ Mitch to discuss any arrangements and music for your wedding reception.

There are no fees for any meetings.

DJ Mitch can MC your wedding reception for no extra fee, this is included even if required at late notice on the night if your planned MC is not available. DJ Mitch usually MC's approximately a third of all wedding receptions and couples have been very pleased with the way this has been done. Wedding sample video on website includes some MCing.

Guests arrive at the reception venue and are usually offered pre-dinner drinks and savouries.

DJ plays background music at a low level. DJ lighting is turned off, venue lights are on.

Guests are asked to take their seats and the MC introduces the Bridal Party.

Guests are asked to be upstanding, the bridal party enter....

Individual selected music for each couple (usually 30 seconds in a focal point of the music track all cued up)

are played, then big announcement for bridal couple with their entrance music,

OR one entrance music track for the entire bridal party (played at the right volume so the MC is clearly heard over the top).

The Bride and Groom enter the room as the MC introduces married couple.

Some receptions have a speech by father of the bride or best man with some stories

or messages from each table, if there is a pre-meal speech then list basic details for this:

Entre's then main meal (or finger food, or catered self service meal area) begins soon after.

DJ continues background music at a low level, DJ lighting is off.

Usually very soon after main meal has been finished.....Main speeches

MC introduces the First Speaker who proposes "the toast to the Bride and Groom".

MC seats guests and calls on Groom to respond on behalf of his Bride and Himself.

After making a short speech the Groom then proposes a toast to the Bridesmaids.

(add Matron of Honour and Flower Girl if present)

MC calls on Best Man to respond on behalf of the Bridesmaids.

MC thanks Best Man and asks him and the Groomsmen to read any messages

MC thanks Best Man and Groomsman

MC announces the bridal couple to get up for the cutting of the Wedding Cake.

(special music may be played low at this time if requested by bridal couple)

MC announces the Bridal Dance.

(DJ plays music at normal audio levels, with some DJ mood lighting now turned on)

Members of the Bridal Party (sometimes parents of the couple also) are invited at this time

to join the Bride and Groom after a pre-determined time

Couples often join in towards the end of the main bridal dance (or if a routine dance then after it has finished).

Family and Friends are then invited on to the dance floor,

A follow-up 2nd special music track can also be chosen by the bridal couple to follow the bridal dance if they like.

Dessert and Coffee/Tea are usually served soon after the bridal dance and dancing continues.

DJ plays music at normal audio levels with all DJ lighting now turned on, venue lighting is usually dimmed at this time.

There is no set order though this is the common order most use:

(Background music from the time the first guests enter)

Canapés (finger food) /first drinks – sometimes served in an adjoining room to the reception room depending on venue or entrée served soon after bridal party entrance.

Bridal party entrance – often 10-30 minutes after guests have entered reception room

Pre-speeches – if there are pre-speeches then often this is the father of the bride welcoming everyone and a speech

Entrée -

Main meal – always appreciated for at least the main meal or similar to get me through the night which can be served to my DJ table which is preferred or a nearby table is fine if already organised. Please make sure the staff are aware of this as I have had to remind staff at venues who have forgotten about me after serving all the guests and I go over and ask. Any drinks are only one or two soft drinks during the night (I always have a bottle of water with me anyway), I never have any alcohol on the job. I don't smoke and don't have any breaks or leave the DJ area unless it is in direct professional course of the proceedings.

main speeches – DJ/MC introducing, then often bride/groom parent(s), some of the members of the bridal party then finally the bride and groom.

cake cutting – usually one song is played in the background whilst this is happening, sometimes the cake cutting is done directly after the bridal party entrance, most often it is done after the main meal plates have been cleared from all the tables.

bridal dance – I have also had alternatives to this being the groom serenading with his guitar playing to the bride (my microphones and microphone stands were used for this)

other special dances - father/daughter dance, mother/son dance

Party dance music – I have a large collection of music with me and always consider suitable requests during the night, some requests if clearly unsuitable will not be played with the direct exception if the bride or groom request something unusual.

Desserts – optional whether the music continues at party volume level or dips to mid level for 10 minutes

bouquet / (garter) – bouquet is still very popular 95% of receptions, the garter about 70% of receptions

farewell circle (or a guard of honour if you prefer or both) - very popular but not so much with small receptions

Other preferences have been cake cutting near the start of the reception.

At rare times some have chosen the bridal dance directly after the bridal party entrance.

Pre-speeches sometimes happen usually by the best man or father of the bride.

The father/daughter dance (or other special dances) happens for some

wedding receptions often soon after the bridal dance.

Some choose only to have a bouquet toss and not the garter, some choose neither.

Some choose no farewell circle to be announced and finish off the night in their own time.

Bouquet toss: Garter toss:

Often this is done later in the night or before the farewell circle.

MC/DJ announces bouquet toss and invites all the single ladies to the dance floor

Bride throws bouquet to the “unmarried and single ladies”

(music is played at low levels – often Beyonce – “Single Ladies” is the most requested)

(couple can choose music for this if they like)

MC/DJ announces garter toss and invites all the single guys to the dance floor

Groom throws garter to the “unmarried and single guys”

(music is played at low levels – a cool track is played for this)

(couple can choose music for this if they like)

MC/DJ directs guests into a farewell circle.

Bride and Groom move around circle in opposite directions and say farewell to Guests and Family.

(special music may be played low at this time if requested by bridal couple at a low level)

DJ lighting is set to mood lighting, venue lighting turns on usually towards the end of the farewell circle.

A guard of honour has been used at rare times also either on its own or after the farewell circle.

Bride and Groom “depart” (or stay around until finishing time)

Depending on booked times, either the night can end there or if required (and management of venue are fully aware) then party music can continue until finishing time or when all the guests are leaving for the night.

BRIDAL PARTY ENTRANCE

NAMES (first names or full names to be announced, you will find this list on the Weddings Booking Form)

Flower Girl(s): Page Boy:

1st Bridesmaid: 1st Groomsman:

2nd Bridesmaid: 2nd Groomsman:

3rd Bridesmaid: 3rd Groomsman:

4th Bridesmaid: 4th Groomsman:

Maid of Honour (unmarried that is) / Matron of Honour: Best Man:

“Best Girl” and “Man of Honor” have been at some weddings too so whatever your choices these can be listed.

The New Mr and Mrs:

(or Bride keeping maiden name then maybe announced by first names instead)

or customised order for entrance.

SPEECHES

Three cordless microphones are always available for speeches, usually one is used, if there are two MC's (rarely happens) then they can have a microphone each.

MC - Master of Ceremonies: and / (or DJ)

1st 2nd

3rd 4th

5th 6th

If unsure of order that is fine, MC can announce the first speaker and you can go from there.

SPECIAL SONGS (this is all listed on the Wedding Booking Form)

Individual music track for each bridal party couple:

1st:

2nd:

3rd:

4th:

5th:

other couples:

OR one music track for bridal party then another music track for bride and groom

(most popular option)

Bride and Groom:

OR one music track for the entire bridal party entrance:

Cutting of the cake: If applicable

Bridal Dance:

Music to play directly after bridal waltz "2nd Dance"(optional choice):

Throwing of Bouquet: If applicable

Throwing of Garter: If applicable

Farewell Circle / (guard of honour) : If applicable

Farewell Songs: If applicable

ADDITIONAL COMMENTS / REQUESTS:

OPTIONAL EXTRAS – details and updates on website:

Ceremony Video Package / Reception Video Package / Ceremony & Reception Video Package.

[Other video packages with or without photos are also available, see website for details.](#)

P.A Package / P.A & Microphone Package (for the ceremony – DJ Mitch fully setting up and operating this for the entire time, includes music, microphones – you can choose one or two handheld cordless microphones or one headset and one handheld) Portable P.A System for outdoor unpowered sites such as garden ceremonies, travel to any location is available. Covers the entire 30 minutes before ceremony starting time when guests are first arriving and through to shortly after the end of the ceremony with a short amount of background music if guests are still in that location. P.A Package includes DJ Mitch setting up and operating system, P.A speaker, stand, two UHF cordless handheld microphones, (or UHF cordless headset with handheld microphone if preferred), speaker can play Music CD's/MP3 discs/MP3 USB Sticks, all music if fully arranged and played by DJ Mitch ready for the day, price includes any or all of this setup as required.

Projector Package - on a large 100inch projector screen. Not often required but this option is available, fully setup with laptop for photo slideshow, PowerPoint presentation show, or video. Useful if the wedding was overseas from an earlier time and the local guests for this reception get to watch it on the big screen or highlights of. Many venues also have projectors and screens available so options are available for this to happen if required.

Personalised Monogram – projected at the reception (can also be displayed at indoor ceremonies if required if dark enough to display). Full details and sample photos on website.

See website WWW.DJMITCH.COM.AU for any future new options which may become available.