



THE EPIC PLAN

Reception

The pages below will help us determine how you would like to celebrate with you and what vibe you would love to create throughout the night.

Our reception planner follows a standard day-of timeline, but is easily customizable. If you have any questions, please do not hesitate to ask! You can schedule a phone call here:

calendly.com/epiccharleston/30min

EPIC requests that forms be returned at least 1 week before your wedding date.

BASIC INFO

Event date:

Bride's name:

Phone:

Email:

Groom's name:

Phone:

Email:

Physical location of Ceremony:

Start/Stop times:

Location of Reception:

Start/Stop times:

Name of Coordinator or Event Planner:

Phone:

Email:

Expected number of guests: #

Is the event outdoors: **Yes / No**

If so, will there be shelter for the DJ: **Yes / No**

Recommended Attire: *(Please select one)* **Black Tie | Formal | Casual**

INSTRUCTIONS

The EPIC plan follows a standard day-of timeline for a wedding reception as a default. Simply go right down the page and number the order of your events throughout the night.

If you would like to change the order of events, you can do so by numbering each event in the parenthesis () to the left of each event's heading.

For example if you wanted to cut your cake after your first dance and your first dance is the 3rd event taking place, mark the cake 4th in the parenthesis (4). If you don't want to do a particular event on this form, simply put an X where the number goes.

***After completing the order of events on this page, each event has it's own section on the pages below.**

- () COCKTAIL HOUR
- () INTRODUCTION
- () FIRST DANCE
- () FAMILY DANCES
 - () FATHER DAUGHTER
 - () MOTHER SON
 - () ADDITIONAL FAMILY MEMBERS
- () MEAL
- () TOAST
- () CAKE
- () DANCING
- () BOUQUET
- () GARTER
- () LAST DANCE
- () DEPARTURE

Additional Comments:

() COCKTAIL HOUR

(typically immediately follows your ceremony)

Where will the cocktail hour take place?	
Approximate start/stop times?	

Place an X next to the style(s) you prefer.

Jazz	
Acoustic	
Love songs	
Beach music	
Up-beat / Happy tunes	
Surprise me!	
Other*	
I have a specific list*	

*Other (write here):

* If you have a specific list, please provide it to us as a separate attachment.

Additional comments:

() INTRODUCTIONS

Approximate time this will take place:

Do you want the entire wedding party to be introduced or just your entrance? *(Place X)*

Entire wedding party	
Only the bride and groom	
We would prefer to skip this	

Song that you want played for the introduction:

Artist/song:

ORDER OF INTRODUCTIONS

PARENTS (The manner in which you'd like us to introduce your parents)

Parents of bride:

Parents of groom:

BRIDAL PARTY INTRODUCTION (Please spell difficult names phonetically)

Flower girl(s)	Ring bearer(s)
1.	1.
2.	2.
Bridesmaids	Groomsmen
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
Maid/Matron of honor <i>(please specify)</i>	Best Man
1.	1.
2.	2.

Additional Comments:

BRIDE AND GROOM:

How would you like us to introduce you as a couple for the first time as husband and wife?

INTRODUCED AS:

() FIRST DANCE

When will the first dance take place?

Artist/Song:

Song Length:

(Typically 1:30-2:00 Minutes)

Additional Comments:

() FAMILY DANCES

NOTE: Family dances work well immediately following your first dance but they also work well when saved until after dinner. They create an excellent transition point for dancing later in the evening. Please also be aware that these dances do NOT need to be full-length songs. We fade the song out in a natural way that won't leave you hanging on the dance floor.

() Father Daughter

Artist/Song:

Song Length:

(Typically 1:30-2:00 Minutes)

Additional Comments:

() Mother Son

Artist/Song:

Song Length:

(Typically 1:30-2:00 Minutes)

Additional Comments:

() Additional Family Members

Please tell us their name(s) and relationship to you:

Artist/Song:

Song Length:

(Typically 1:30-2:00 Minutes)

Additional Comments:

() MEAL

What time will dinner be scheduled for?	
Will there be a blessing? Who will perform it?	
Will there be a seating order for guests?	
What assistance (if any) will you need from us in directing guests?	
Do you have musical preferences during the meal? (Genres)*	
Are dinner-appropriate requests from guests OK? (Yes/No) <i>EPIC recommends yes. Remember we use our judgment and guests enjoy hearing their requests.</i>	

() TOAST

When will the toasts take place?

Who will be giving toast(s)?

(Please include their name and relationship the bride and groom)

PLEASE SPECIFY **MAID** OR **MATRON** OF HONOR

1. _____
2. _____
3. _____
4. _____
5. _____

Additional comments:

() CAKE

When would you like to plan on cutting your wedding cake:

Artist/song:

Additional comments:

() DANCING

Is it OK to take requests? YES or NO *(Please Circle)*

If Yes, would you like us to encourage requests? (Recommended) YES or NO *(Please Circle)*

Special instructions regarding requests?
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Music is NOT just music at a wedding. The ideal end goal of a good wedding playlist is to let all the guests feel like they heard something they really liked. If all your guests are happy, you will be happy as well.

Remember these 3 things: Weddings are parties, Parties are fun. Play fun music for everyone.

If you have specific song requests, please see the last page of this form. The grid below is for establishing an overview of your taste. Place an X in the column that best fits your taste.

	LOVE IT!	Like it	OK	If requested	(Do not play)
COMPLETE VARIETY (We will intelligently choose music for your guests throughout the night)					
Top 40/pop					
EDM					
Hip hop (clean edits)					
Country					
Motown					
Oldies					
Disco					
Funk					
Rock					
Classic Rock					
Big band/swing					
Soul/R&B					
80's dance					
90's dance					

PARTICIPATION DANCES: Take a deep breath and remember: **We are NOT YMCA/chicken dance DJs** and we will never play those songs unless you specifically request to. With that said, if your friends and family love them, let us know! They certainly are fun in the right setting. Below is a list of participation dances to check out below.

	X YES	X NO
Cupid Shuffle		
Cha-Cha slide		
Electric Slide		
Wobble		
Macarena		

() BOUQUET

When will the bouquet take place? (Can be approximate)

Artist/Song:

() GARTER

When will the garter take place? (can be approximate)

Artist/Song:

() LAST SONG

An ideal last song is a song that each and every single one of your family and friends will know and enjoy. This can be a huge moment at a wedding if everyone is having fun and there's nothing better than going out with bang. Think of a song your friends and family love.

If nothing in particular comes to mind, we can definitely choose a good one for you in the moment. Just write that you would like us to choose.

Artist/Song:

Additional Comments:

() DEPARTURE

How are you leaving? (Limo, golf cart, helicopter, etc.) _____

Do we need to tell the guests anything? Is there an after party? _____

Will guests receive sparklers, glow sticks, bubbles etc.? _____

Additional Comments:

SPECIFIC SONG REQUESTS

One of the great things about celebrating with EPIC is that you are not responsible for the music played if you don't want to be. We are completely happy to select great music for your friends and family all night. No wedding is the same and we know how to make it fun in a way that makes sense for your unique wedding.

That being said, we absolutely do want to know about any music you absolutely **MUST** hear at your wedding. Give us songs you love. Don't worry about filler songs.

We'll be able to better understand what you want if you just send us what you truly love!

DINNER SONGS

DANCING/PARTY SONGS

DO NOT PLAY LIST

You're all finished, we look forward to celebrating with you!

Please email your completed form to: sales@epiccharleston.com

