

Wedding Reception Planner

Bride: _____ Reception Date: ___/___/___ Reception Location: _____
 Groom: _____ Ceremony Start Time: _____ Reception Start Time: _____ End Time: _____
 Is There a Function Manager Present? YES NO Name: _____

INTRODUCTION OF BRIDAL PARTY

Music for Parents Introductions: Title: _____ BY: _____

Parents of Bride: _____ Grand Parents of Bride: _____

Parents of Groom: _____ Grand Parents of Groom: _____

Music for Bridal Party Introductions: Title: _____ BY: _____

Flower Girl: _____ & Ring Bearer: _____

Bridesmaid #1: _____ & Groomsman #1: _____

Bridesmaid #2: _____ & Groomsman #2: _____

Bridesmaid #3: _____ & Groomsman #3: _____

Bridesmaid #4: _____ & Groomsman #4: _____

Maid/Matron of Honor: _____ & Best Man: _____

Music for Bride and Groom Introduction: Title: _____ BY: _____

Introduce Bride and Groom as: _____

<u>TIME</u>	<u>EVENT</u>	<u>SELECTION</u>		
_____	Toast to Bride & Groom:	YES NO	Toast to Be Made When:	Before Meal During Meal After Meal
	Best Man: _____			
	Maid of Honor: _____			
	Prayer / Blessing: YES NO	Given By: _____		
_____	First Dance (Bride & Groom):	YES NO	Title: _____	By _____
	Bridal Party to Join in First Dance?	YES NO		

~Continued~

Bride & Father Dance: YES NO Title: _____ By _____
 Groom & Mother Dance: YES NO Title: _____ By _____
 Cutting of the Cake: YES NO Title: _____ By _____
 When: After First Dance _____ Before meal _____ After first course _____ End of Meal _____
 Throwing of the Bouquet: YES NO Title: _____ By _____
 Garter Toss: YES NO Title: _____ By _____
 Last Dance (Dedicated to Bride & Groom): YES NO Title: _____ By _____
 Center Piece Give away? YES NO Note: _____
 Are we providing Up Lighting? YES NO Color: _____
 Are we providing Dance Floor Lighting? YES NO Notes: _____
 Are we providing Custom Projection? YES NO Notes: _____
 Background Music during Cocktail hour: YES NO Soft Jazz, Instrumental, Modern Contemporary, Country, Standards, See Attached list
 Background Music during Meal: YES NO Soft Jazz, Instrumental, Modern Contemporary, Country, Standards, See Attached list

Emergency Contact Person (other than bride and groom): _____ Tel: _____

Notes:

