

Wedding Reception Planner

Groom's Name	Bride's Name
Phone #	Phone #
Email	Email

Bride's Grandmother

Bride's Grandfather

Groom's Grandmother

Groom's Grandfather

Bride's Mother

Bride's Father

Groom's Mother

Groom's Father

Bridesmaid #1

Groomsman # 1

Bridesmaid # 2

Groomsman #2

Bridesmaid # 3

Groomsman #3

Bridesmaid # 4

Groomsman # 4

Bridesmaid # 5

Groomsman # 5

Bridesmaid # 6

Groomsman # 6

Maid or Matron of Honor

Best Man

Flower Girl

Ring Bearer

How you'd like to be introduced?

Time

<u>Guest Arrival</u>		
<u>Ceremony</u>		
<u>Pictures</u>		
<u>Hors d'oeuvres</u>		
<u>Reception</u>		
<u>Grand Entrance</u>	<input type="radio"/> First Dance <input type="radio"/> Be Seated <input type="radio"/> Start Food Line <input type="radio"/> Other	
Blessing before meal? By Whom		
<u>Toast</u> - Who will Give Toast - Open Mic	<input type="radio"/> Before Dinner <input type="radio"/> Middle of Dinner <input type="radio"/> After Dinner <input type="radio"/> Other	
<u>Dinner</u>	<input type="radio"/> Buffet Style <input type="radio"/> Served	
<u>First Dance</u> Song -	<input type="radio"/> After Grand Entrance <input type="radio"/> After Meal <input type="radio"/> Other	<input type="radio"/> Dance to Entire Song <input type="radio"/> Dance only Partial <input type="radio"/> Invite Bridal Party to Join
<u>Bridal Party Dance</u> Song -	<input type="radio"/> After First Dance <input type="radio"/> After Bride Dance <input type="radio"/> After Groom Dance	<input type="radio"/> Dance to Entire Song <input type="radio"/> Dance only Partial
<u>Bride/ _____ Dance</u> Song -	<input type="radio"/> After First Dance <input type="radio"/> After Bridal Party <input type="radio"/> Other	<input type="radio"/> Dance to Entire Song <input type="radio"/> Dance only Partial <input type="radio"/> Invite Groom/ _____ to Join
<u>Groom/ _____ Dance</u> Song -	<input type="radio"/> After Bride Dance <input type="radio"/> Other	<input type="radio"/> Dance to Entire Song <input type="radio"/> Dance only Partial <input type="radio"/> Invite Couples
<u>Dance Break</u>		
<u>Cake Cutting</u> Song -	<input type="radio"/> After Dinner <input type="radio"/> After After Dance(s) <input type="radio"/> After Dance Break	
<u>Tossing of Bouquet</u> Song -	<input type="radio"/> After Cake Cutting <input type="radio"/> After Dance Break <input type="radio"/> Other	
<u>Removal/ Throwing if Garter</u> Song -	<input type="radio"/> After Bouquet <input type="radio"/> Other	
<u>Garter/Bouquet – special event</u> (see fun wedding events) Song -		
<u>Dollar/ Money Dance</u> Song -	<input type="radio"/> After Cake Cutting <input type="radio"/> After Dance Break <input type="radio"/> After Bouquet/Garter <input type="radio"/> Other	
<u>Dancing</u>		
<u>Last Dance</u> (see fun wedding events) Song -		
<u>End of Reception</u>		

Wedding Reception Special Events/ Ideas

Garter/Bouquet – special event:

1. Man who catches Garter puts the Garter on the leg of the woman who catches the Bouquet
A: Blind Folded
B: Not Blind Folded
2. Man who catches Garter puts the Garter on the leg of the Groom - BLIND FOLDED
3. Man who catches Garter dances with the woman who catches the Bouquet
 Song –

Last Dance:

1. Have everyone circle the dance floor, Bride & Groom dance in center
2. After last dance song Bride & Groom say last farewell to everyone outside of Circle
3. After Farewells to everyone, crowd creates tunnel for Bride & Groom to exit
4. No special Last Dance for Bride and Groom, just last song for everyone to finish reception

-----Songs to Play ----- Songs NOT to Play-----

Catering	Name	Phone	Email
Photographer	Name	Phone	Email
Videographer	Name	Phone	Email
Banquet Hall Manager			

Other Services

Y/N Notes

Photography

Videography

Lighting Package

Supplies...(ie tables, Chairs, Dancefloor)

Entertainers

Wedding Minister/Officiant

Ceremony Sound/Wireless Mic