



WEDDING RECEPTION PLANNER

We recommend the following order of events for your reception. However, if you desire a different order, simply renumber the events in your preferred order. We will review this reception planner at our final meeting.

Bride's (Maiden) Name: _____ Cell: () _____

Groom's Name: _____ Cell: () _____

Location of Ceremony: _____ Time: _____

Location of Reception: _____ Doors Open: _____

How many people do you expect at your reception? _____

Photographer? _____ Videographer? _____

What time do you expect your first guests *(this will be the start time of your contract)*? _____

What time will Bride and Groom arrive? _____

RECEPTION AGENDA

YES NO ORDER/EVENT (Suggested)

yes no 1) Arrival of Guests (background music)

yes no 2) Introductions:

Bridal Party Intro (Title/Artist): _____

Bride's Parents: _____

Groom's Parents: _____

Bride's Maid & Usher (#5): _____

Bride's Maid & Usher (#4): _____

Bride's Maid & Usher (#3): _____

Bride's Maid & Usher (#2): _____

Bride's Maid & Usher (#1): _____

Matron/Maid of Honor: _____ Best Man: _____

Flower Girls: _____ Ring Bearer(s): _____

Bride/Groom Intro (Title/Artist): _____

"The new Mr. & Mrs. _____"

(Note: You could have the Bridal dance here, instead of at #7. Your choice.)

yes no 3) Toast Given By: _____

(Please make sure the champagne will be acquired, and determine who will pour it.)

yes no 4) Blessing Given By: _____ Table #: _____

- yes no 5) Dinner? – Serving Time: _____ Sit Down / Buffet
 Dinner Music Type: _____
- yes no 6) *Cut the Cake* (Title/Artist): _____
- yes no 7) *1st Dance Song – B & G* (Title/Artist): _____
- yes no 8) *Bridal Party Song?* (Title/Artist): _____
- yes no 9) *Father/Daughter Dance Song* (Title/Artist): _____
- yes no 10) *Mother/Son Dance Song* (Title/Artist): _____
- yes no 11) *Anniversary Dance* (Title/Artist): _____
- yes no 12) *Toss Bouquet* (Title/Artist) : _____
- yes no 13) *Remove Garter* (Title/Artist): _____
- yes no 14) *Garter back on Recipients* (Title/Artist): _____
- yes no 15) DANCING – From a scale 1 to 10, How much dancing do you expect?
No Dancing 0 1 2 3 4 5 6 7 8 9 10 *Packed Floor All Night*
- yes no 16) *Last Dance* (Title/Artist): _____

Other Events During Reception

Dollar Dance? YES NO Shoe Game? YES No (usually towards the end of dinner)
 50/50 Drawing? YES NO Other: _____

Special songs During Dance Sessions

Cupid Shuffle *The Electric Slide* *Bird (Chicken) Dance* *The Wobble*
Cha Cha Slide *Macarena* *The Locomotion/Train* *YMCA*

Please list other special songs below. Indicate your dedication information (Birthdays – list age, anniversaries – list year married, list names, etc.):

Other Special Instructions: _____

Songs you **DO NOT** want played? _____

Extra Services (Administration Use Only)

Uplighting/Accent	Monogram	Lighted Towers	Large Projection	Slide Show

This does NOT have to be complete. Use this section for MUST PLAYS only.

Dinner Song MUST PLAY List:

Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____

Fast Dancing Song MUST PLAY list:

Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____

Slow Dancing Song MUST PLAY list:

Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____
Artist : _____	Title: _____