

Wedding Reception Planner



Date: _____ Approx. # of guests: _____ GUEST arrival time: _____
 Bride: _____ Groom: _____ ARRIVAL TIME: _____
(1st Name) (1st Name)

Would you like a formal introduction at the reception site? YES / NO
 Would you like a formal introduction for your BRIDAL PARTY as they enter? YES / NO
(Usually the bridal party will enter first followed by the Bride & Groom)

Brides parents:	Grooms Parents:
_____	_____
Bridesmaids:	Attendants:
_____	_____
_____	_____
_____	_____
_____	_____
Maid or Matron of Honour:	Best Man:
_____	_____
Introduce the BRIDE and GROOM as:	

Please use the following as a guide to order your reception (1st, 2nd, 3rd, etc). You may add or omit any item. We have listed them in the most common order. Feel free to create your own.

_____ Grand Entrance	_____ Parents Dance: Father/Daughter Mother/Son
_____ Receiving Line	_____ Bridal Party Dance
_____ Invocation By: _____	_____ Dollar or MONEY Dance
_____ Dinner or Buffet	_____ Bouquet & Garter Toss. (Music Available)
_____ 1 st Toast By: _____	_____ Extra _____
_____ Cutting of the cake	_____ Extra _____
_____ 1 st Dance	_____ Extra _____

Please list your specific song needs for the following:

1st DANCE:
 Title: _____ Artist: _____
 Who would you like to invite halfway through the first dance?
 Parents Bridal Party
 Whole Family Guests All of the above None of the above, we want to Dance alone

PARENTS DANCE: YES / NO
 Title: _____ Artist: _____
 Title: _____ Artist: _____

BRIDAL PARTY DANCE: YES / NO
 Title: _____ Artist: _____

How Interactive would you like us to be? Very Not Very Not at all, music only

Theme Dances you might like: Chicken Dance Hokey Pokey Electric Slide Conga
 Country Line Dance Stroll Macarena Bunny Hop Waltz

Please tell us about any special guests or happenings, (Anniversary, Birthday, Up coming wedding .etc)

PLEASE FEEL FREE TO INCLUDE ANY NOTES OR INFO TO HELP US HELP YOU. !!!
 I know there are a lot of questions. I appreciate your thorough answers. It helps us provide the best Possible service to you. Congratulations on this most special of all days.