



Wedding Reception Planning Document

Bride Name: _____

Phone/Email: _____

Groom Name: _____

Phone/Email: _____

Wedding Date: _____

Bridal Party – Groomsmen# _____ Bridesmaids# _____

Flowergirls# _____ Ring Bearers # _____

Ceremony Start Time: _____

Ceremony End Time: _____

How will the bridal party leave the Wedding?

Receiving Line?

Releasing Rows?

Go into hiding for Photography?

Are there post wedding photographs? _____ How much time? _____

When will the bride/groom arrive at the reception? _____

Any special requested music to be performed by the Live Band?

Yes No

1. Will there be a Cocktail/Hors d'oeuvres time?

Start Time _____

2. Will there be Wedding Party Introductions?

When _____

Please provide list of Wedding Party to be announced

3. Will someone be saying a "Blessing" during the reception?

Who _____

When _____

4. Will there be dinner served? Buffet or plated?

When _____

Will announcements be needed? _____

5. Will there be a "Toasts" time?

When _____

Please provide list of people who will toast

7. Will there be a Bride/Groom first dance?

When _____

Special Songs? _____

8. Will there be a Bride/Father dance?

When _____

Special Songs? _____

9. Will there be a Groom/Mother dance?

When _____

Special Songs? _____

10. Will there be a "Bridal Party" dance?

When _____

Special Songs? _____

- 11. Any other special dances?
 When _____
 Special Songs? _____

- 12. Will there be Cake Cutting?
 When _____
 Special Songs? _____

- 13. Will there be a Bouquet Toss?
 When _____
 Special Songs? _____

- 14. Will there be a Garter Removal/Toss

 When _____
 Special Songs? _____

- 15. Will there be a Bride/Groom "Last Dance"?
 When _____
 Special Songs? _____

- 16. Are there any other announcements or dedications?
 When _____
 Special Songs? _____

- 17. Will the Bride/Groom depart the before the end? Big Exit?
 When _____
 How will you depart? _____
 Special Song? _____

- 18. Will you allow guest to "request" songs to be played?

- 19. Are there songs you DO NOT want played?
 YMCA, Chicken Dance, Slide, Macarena etc...
