

Wedding Reception Planner

= Important =

Wedding Date: _____

Wedding Start Time: _____

Reception Start Time: _____

Locale: _____

= Names =

Bride: _____

Groom: _____

Primary Contact: _____

Phone: _____

Email: _____

Emergency Contact: _____

Phone: _____

Email: _____

Parents of the Bride: _____

Parents of the Groom: _____

Maid/Matron(s) of Honor: _____

Best Man: _____

Others: _____

= Entertainment =

Preferred Music: _____

Music **NOT** to be played: _____

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= Location =

Reception Venue: _____

Address: _____

Room Name/Number: _____

Venue Contact: _____

Phone: _____

Email: _____

What floor is the room on: _____

Elevator: _____

Setting/Decor: _____

Number of Guests: _____

Guest Arrival Time: _____

Bridal Party Arrival Time: _____

Nearest Cash Machine: _____

Taxi Services: _____

= Services =

Officiant: _____

DJ/Band: _____

Announcer/MC: _____

Caterer: _____

Wedding Planner: _____

Photographer: _____

Videographer: _____

Attire: _____

Cheque Signer: _____

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= **Sample Schedule** =

4 pmVenue Opens

4-6 pmGuests Arrive
Cocktails served
_____ Play background music (y/n)

5:30Bridal Party Arrive

- Use this time to prepare for entrance & pictures

6 pmIntroductions

How would you like to be introduced? example: "Ladies and Gentlemen, I am pleased to present Mr and Mrs Smith."

Song for Bridal Party Entrance: _____

_____ Fade out halfway through? (y/n)

Song for Bride and Groom Entrance: _____

_____ Play Whole song? (y/n)

.....Mingling
Welcome Guests. Advise of cash bar or open bar,
location of cash machine and taxi services.

_____ Play background music (y/n)

6:20Announce Dinner, please be seated.

6:30Blessing & Dinner
_____ Play background music (y/n)

7:30Toasts, Speeches, Presentations

8 pmCake Cutting
_____ Play background music (y/n)

.....Clear Tables
.....Serve Cake

- Mingling (aka washroom and smoke breaks)

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9 pmSpecial dances

Song for Bride and Groom First Dance: _____

_____ Invite guests half way through? (y/n)

_____ Fade out halfway through? (y/n)

_____ Play Whole song? (y/n)

Bride and Father Song: _____

_____ Invite guests half way through? (y/n)

_____ Fade out halfway through? (y/n)

_____ Play Whole song? (y/n)

Groom and Mother Song: _____

_____ Invite guests half way through? (y/n)

_____ Fade out halfway through? (y/n)

_____ Play Whole song? (y/n)

930 pmGarter & Bouquet

Song for Garter Retrieval: _____

Song for Garter Toss: _____

Song for Bouquet Toss: _____

Song for Garter & Bouquet Couple: _____

10 pmDancing & Games

Games to be played throughout the night: _____

12:00Midnight snack

1 amSong for Last Bride & Groom Dance: _____

.....Bride and Groom Thank You Speech

.....Bride & Groom exit

1:30Last Call

1:50Final Songs

2 amClean up

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Remember:

- This list is just a sample guide to help you plan your important day.
- All the times and activities are **only suggestions** and are listed here to help you organize.
- Regular breaks throughout the evening will help keep everyone relaxed.
- For speeches and background music, please check with the venue AND with your entertainment to ensure use of a sound system and microphone. A wireless microphone will make the introductions & games much simpler.
- Last call will vary depending on local laws and your agreement with the Venue.
- The venue may require you to clean out promptly as they may need the room the following day for another booking. Plan ahead.
- Services will need time to clean and load out at the end of the evening.
- Once you have settled on a schedule, please share it with all services so that they know what to expect and can be ready when needed.

Notes: