

## RECEPTION PLANNING FORMS

### Step One: WHERE and WHEN?

1. Location: \_\_\_\_\_.

Address \_\_\_\_\_

Ph: \_\_\_\_\_ Contact Name: \_\_\_\_\_

2. Dinner will begin: \_\_\_\_\_  Buffet  Seated  Hors d'oeuvres

3. Name/Title of person giving the blessing \_\_\_\_\_

4. Name of Best Man \_\_\_\_\_

a. Will a Microphone be needed?  Yes  No

5. Best Man Toast Time \_\_\_\_\_

6. List of anyone else providing a toast \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. Will music need to be playing during dinner?  Yes  No

If so,  Band  DJ  Recorded Selections

**Step Two: STARTING THE RECEPTION**

When the wedding party first arrives each will be introduced as they make their entrance. Please use the following to provide a list of all members in the order they will walk down the aisle at the wedding ceremony.

Bridesmaid # 1 \_\_\_\_\_

Usher # 1 \_\_\_\_\_

Bridesmaid # 2 \_\_\_\_\_

Usher # 2 \_\_\_\_\_

Bridesmaid # 3 \_\_\_\_\_

Usher # 3 \_\_\_\_\_

Bridesmaid # 4 \_\_\_\_\_

Usher # 4 \_\_\_\_\_

Bridesmaid # 5 \_\_\_\_\_

Usher # 5 \_\_\_\_\_

Bridesmaid # 6 \_\_\_\_\_

Usher # 6 \_\_\_\_\_

Maid or Matron of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Flower Girl(s) \_\_\_\_\_

Ring Bearer \_\_\_\_\_

Bride and Groom \_\_\_\_\_

**Step Three: THE PARTY**

8. Band to be set up by: \_\_\_\_\_

9. Band to begin playing from \_\_\_\_\_ to \_\_\_\_\_

10. Do you have any special requests?  Yes  No

a. \_\_\_\_\_

b. \_\_\_\_\_

11. List song for Bride/Groom's First Dance \_\_\_\_\_

12. List song for Bridal Party Dance \_\_\_\_\_

13. Song for Father/Daughter Dance?  Yes  No

a. \_\_\_\_\_

14. Tossing of the Bouquet  Yes  No Music: \_\_\_\_\_

15. Throwing the Garter  Yes  No Music \_\_\_\_\_

16. Brides Parents \_\_\_\_\_

17. Groom's Parents \_\_\_\_\_

18. Brides Grandparents \_\_\_\_\_

19. Groom's Grandparents \_\_\_\_\_

20. Photographer \_\_\_\_\_ Phone \_\_\_\_\_

21. Videographer \_\_\_\_\_ Phone \_\_\_\_\_

22. Caterer \_\_\_\_\_ Phone \_\_\_\_\_

23. Florist \_\_\_\_\_ Phone \_\_\_\_\_

24. Cake Supplier \_\_\_\_\_ Phone \_\_\_\_\_

25. Special Instructions: \_\_\_\_\_

\_\_\_\_\_

