



## RECEPTION PLANNER

### *GENERAL INFO*

**BRIDE** \_\_\_\_\_ **BRIDE** \_\_\_\_\_

**AGES & GRADUATION YEARS:** \_\_\_\_\_

**RECEPTION VENUE** \_\_\_\_\_

**VENUE ADDRESS** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **TIME VENUE AVAILABLE FOR SETUP** \_\_\_\_\_

**LOCATION AND START TIME OF CEREMONY** \_\_\_\_\_

**GUEST ARRIVAL TIME** \_\_\_\_\_ **WEDDING PARTY ARRIVAL TIME** \_\_\_\_\_

**RECEPTION COLORS:** \_\_\_\_\_

**ESTIMATED # OF GUESTS** \_\_\_\_\_

**AGE OF GUESTS** \_\_\_\_\_ %1-18 \_\_\_\_\_ %18-28 \_\_\_\_\_ %28-38 \_\_\_\_\_ %38-48 \_\_\_\_\_ %48 +

**RECEPTION ATTIRE** FORMAL \_\_\_ SEMI-FORMAL \_\_\_ CASUAL \_\_\_ OTHER \_\_\_\_\_

**WILL A MEAL BE PROVIDED FOR THE DJ** \_\_\_\_\_

# *BRIDAL PARTY*

## **ENTRANCE SONG**

**TITLE** \_\_\_\_\_ **ARTIST** \_\_\_\_\_

## **OPTIONAL INTRODUCTIONS**

FLOWER GIRL \_\_\_\_\_ RING BEARER \_\_\_\_\_

USHER \_\_\_\_\_ USHER \_\_\_\_\_

MOTHER OF BRIDE \_\_\_\_\_ FATHER OF BRIDE \_\_\_\_\_

MOTHER OF GROOM \_\_\_\_\_ FATHER OF GROOM \_\_\_\_\_

## **BRIDAL PARTY**

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

BRIDESMAID \_\_\_\_\_ GROOMSMAN \_\_\_\_\_

MAID/MATRON OF HONOR \_\_\_\_\_ BEST MAN \_\_\_\_\_

BRIDE AND GROOM AS ANNOUNCED \_\_\_\_\_

# EVENT TIMELINE

PLEASE CHECK ALL THAT APPLY AND EXPECTED TIME TO TAKE PLACE.

\_\_\_ **COCKTAIL / DINNER MUSIC** – TIME \_\_\_\_\_

MUSIC:  Rat Pack  Jazz  Instrumental  Top 40  Motown  Piano Bar

Custom Spotify Playlist

OTHER \_\_\_\_\_

\_\_\_ **ANNOUNCE WEDDING PARTY** – TIME \_\_\_\_\_

\_\_\_ **TOAST** - TIME \_\_\_\_\_

FROM: \_\_\_\_\_

\_\_\_ **BLESSING** - TIME \_\_\_\_\_

FROM: \_\_\_\_\_

\_\_\_ **DINNER** – TIME \_\_\_\_\_  Buffet  Plated  Family Style

MUSIC: \_\_\_\_\_

\_\_\_ **CAKE CUTTING EVENT** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

\_\_\_ **FIRST DANCE** (Newlyweds) – TIME \_\_\_\_\_  Choreographed?

SONG \_\_\_\_\_

\_\_\_ **FATHER/DAUGHTER DANCE** – TIME \_\_\_\_\_  Choreographed?

SONG \_\_\_\_\_

\_\_\_ **MOTHER/SON DANCE** – TIME \_\_\_\_\_  Choreographed?

SONG \_\_\_\_\_

\_\_\_ **WEDDING PARTY DANCE** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

\_\_\_ **BOUQUET TOSS** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

\_\_\_ **GARTER REMOVAL** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

\_\_\_ **GARTER TOSS** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

\_\_\_ **GARTER REAPPLICATION** – TIME \_\_\_\_\_

SONG \_\_\_\_\_

**OPTIONAL EVENTS**

\_\_\_ **SHOE GAME** – TIME \_\_\_\_\_

\_\_\_ **ANNIVERSARY DANCE** – TIME \_\_\_\_\_

\_\_\_ **DOLLAR DANCE** – TIME \_\_\_\_\_

\_\_\_ **SUNSET PHOTOS** – TIME \_\_\_\_\_

\_\_\_ **NEWLYWED SEND OFF** – TIME \_\_\_\_\_

\_\_\_ **SPECIAL ANNOUNCEMENTS:**

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*MUSIC PREFERENCES*

**MOTOWN** \_\_\_\_\_

**2000's** \_\_\_\_\_

**COUNTRY** \_\_\_\_\_

**50's** \_\_\_\_\_

**CLASSIC ROCK** \_\_\_\_\_

**EDM** \_\_\_\_\_

**60's** \_\_\_\_\_

**DISCO** \_\_\_\_\_

**RAP** \_\_\_\_\_

**80's** \_\_\_\_\_

**POP** \_\_\_\_\_

**REGGAE** \_\_\_\_\_

**90's** \_\_\_\_\_

**HIP-HOP** \_\_\_\_\_

**POLKA** \_\_\_\_\_

**SPECIFIC SONGS:**

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**DO NOT PLAY:**

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