

Wedding Date: _____

Reception Times: _____

Reception Location: _____

Wedding Reception Planner

Bride's Name: _____

Groom's Name: _____

Contact Phone: _____

Contact Email: _____

Number of Guests: _____

Guest Arrival Time: _____

Bridal Party Arrival Time: _____

DJ Attire: Formal / Semi-Formal / Casual

DJ Meal Included: Yes / No

Setting: Indoors / Outdoors

Elevator Available: Yes / No

Cocktail Music Type: _____

Dinner Music Type: _____

Introduction Music: _____

Toast By: _____

Blessing By: _____

Dinner Style: Buffet Line / Family Style / Individually Served

Cake Cutting: Before Dinner / After Dinner

Cake Cutting Song: _____

Bride & Groom Dance: _____

Father/Daughter Dance: _____

Mother/Son Dance: _____

Bouquet Toss Song: _____

Garter Toss Song: _____

Dollar Dance Songs: _____

Bridal Party Introductions

Parents of the Bride: _____

Parents of the Groom: _____

Ushers: _____

Flower Girls & Ring-bearers: _____

Bridesmaids & Groomsman:

Maid of Honor & Best Man: _____

Bride & Groom: _____