

# RECEPTION EVENT INFORMATION - 1



Couple's Name \_\_\_\_\_ Event Date \_\_\_\_\_

Time that cocktail/social hour begins \_\_\_\_\_ Time dinner service begins \_\_\_\_\_

Time your reception ends \_\_\_\_\_ Contact at your reception venue \_\_\_\_\_

How many guests do you expect? \_\_\_\_\_

## INTRODUCTIONS

Your parent's names \_\_\_\_\_

Your fiancé's parents names \_\_\_\_\_

Please provide the names of your parents even if you do not want them introduced. A great way to introduce them (and any other important guests) is to recognize them at their seats, just prior to the meal, or they can be included with the wedding party introductions.

Introduce your parents? Yes \_\_\_ No \_\_\_ At their seats? Yes \_\_\_ No \_\_\_ In the grand entrance? Yes \_\_\_ No \_\_\_

### Wedding Party Introduction Song

We suggest choosing one or two songs for the entire introduction. If you have a song for the introduction of the Wedding Party, list it here. Include song title and artist.

\_\_\_\_\_

### Wedding Party Introductions

It is most common to introduce your Wedding Party in pairs, but they can be introduced any way you like! We will confirm with you the pronunciation of everyone's names when we have our consultation with you.

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

\_\_\_\_\_ escorted by \_\_\_\_\_

Flowergirl(s)

Ring Bearer(s)

\_\_\_\_\_ escorted by \_\_\_\_\_

Maid/Matron of Honor

Best Man

Introduce the Couple as \_\_\_\_\_

Please indicate how you would like to be introduced (example: Mr. & Mrs. Jim and Sue Jones, Jim & Sue, etc.)

### Song for the introduction of the couple

If you would like to be introduced with a song different than the Wedding Party let us know here.

\_\_\_\_\_

# RECEPTION EVENT INFORMATION - 2

Listed below in traditional order are some common reception events. Please number the activities in the order that you would like them, and include any additional information about each activity. Cross out any that you do not want.

\_\_\_ Introduction of the Wedding Party and the newlyweds

\_\_\_ Welcome (Person giving welcome)\_\_\_\_\_

\_\_\_ Blessing or Prayer (Person giving blessing)\_\_\_\_\_

\_\_\_ Dinner (please indicate how the food will be served) Plated\_\_\_ Buffet\_\_\_ Stations\_\_\_

\_\_\_ Toasts/Speeches

Most often, the Best Man and the Maid/Matron of Honor give toasts. But toasts can be given by a parent, grandparent or any other important person in your life. Newlywed couples often give a speech at their reception to acknowledge and thank their guests. These can occur before, during or after the meal.

(Person(s) giving toasts/speeches)\_\_\_\_\_

\_\_\_\_\_

\_\_\_ Cutting of the Wedding Cake (song)\_\_\_\_\_

You don't need to pick a song for the cake cutting. We will play something appropriate for you from your music preferences.

\_\_\_ First Dance Song\_\_\_\_\_

\_\_\_ Parent Dance Song 1 \_\_\_\_\_

\_\_\_ Parent Dance Song 2 \_\_\_\_\_

Tell us about any other traditional or unique activities you are planning for the reception.

Examples: Bouquet toss, Garter removal and toss, Anniversary Dance, Sparkler "exit", etc.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are there any announcements or important acknowledgements you would like us to make?

At the perfect time, we will make important announcements to make sure everything goes smoothly and that your guests know what is going on. For example, we will always make sure to announce the signing of the guests book, or to remind guests to remain seated until directed to the buffet. But if you have any other announcements like recognizing a birthday or announcing an after party, list them here.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# RECEPTION EVENT INFORMATION - 3



Will there be a late night bite or aftertizer? \_\_\_\_\_

Who is your caterer? \_\_\_\_\_

Are you working with a wedding planner? \_\_\_\_\_

Who is your photographer? \_\_\_\_\_

Are you working with a videographer? \_\_\_\_\_

Who is your florist/decorator? \_\_\_\_\_

Who is making your wedding cake? \_\_\_\_\_

What are your colors? \_\_\_\_\_

Do you have a wedding Hash tag? \_\_\_\_\_

Are there any other details you would like to tell us about?