



## Wedding Reception Planner (Please Print)

Date \_\_\_\_\_ Time \_\_\_\_\_ - \_\_\_\_\_ # of Guests \_\_\_\_\_

Reception Location \_\_\_\_\_

Location Contact & Phone \_\_\_\_\_

Client's Name on Contract \_\_\_\_\_

Client's Home # \_\_\_\_\_ Work # \_\_\_\_\_ Day of Wedding # \_\_\_\_\_

Bride's Maiden Name \_\_\_\_\_

Groom's Name \_\_\_\_\_

*The Bridal Party should be introduced in the order listed below.*

Grandparents of Bride \_\_\_\_\_

Grandparents of Groom \_\_\_\_\_

Parents of Bride \_\_\_\_\_

Parents of Groom \_\_\_\_\_

Bridesmaids

Ushers

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

Flower Girl

Ring Bearer

1. \_\_\_\_\_

2. \_\_\_\_\_

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

Best Man

\_\_\_\_\_

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

First Dance (Title and Artist) \_\_\_\_\_  
(Yes/No) \_\_\_ Invite Bridal Party halfway through song.)

Blessing by \_\_\_\_\_

Toast by \_\_\_\_\_

Centerpiece Giveaway Yes/No \_\_\_ Instructions \_\_\_\_\_

Cake Cutting (Yes/No) \_\_\_ Song \_\_\_\_\_

Bride's Dance with Father \_\_\_\_\_

Groom's Dance with Mother \_\_\_\_\_

Bouquet Toss \_\_\_\_\_

Garter Removal \_\_\_\_\_

Garter Toss \_\_\_\_\_

Garter Placement \_\_\_\_\_

Special Announcements \_\_\_\_\_

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Special Requests \_\_\_\_\_

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