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Reception Planning Guide

Bride's Name: _____ Groom's Name: _____
 Phone: _____ Email: _____
 Wedding Date: _____ Wedding Location: _____
 Wedding Start Time: _____ Reception Location: _____
 Reception Start Time: _____ Reception Stop Time: _____
 Number of Guests: _____ DJ Package Number: _____
 Will dinner be provided for DJ and assistant? Yes

1 _____ Intro
 _____ Formal introductions of the entire bridal party (With Lighting) Music
 _____ Toast _____
 _____ Prayer -
 _____ Dinner
 _____ Cutting the wedding cake
 _____ First dance, bride and groom only (*title and artist of song*) _____
 _____ Father-bride dance (*title and artist of song*) _____
 _____ Mother-groom dance (*title and artist of song*) _____
 _____ Father-bride/mother-groom dance combined
 (*title and artist*) _____
 _____ Bridal party dance (*title and artist*) _____
 _____ Fun participation songs (*Cha-Cha Slide, Electric Slide, Chicken Dance, Hokey Pokey, etc.*) _____

_____ Bouquet toss (*Chapel of Love, Girls Just Wanna Have Fun, Hit Me with Your Best Shot, Man I feel like a woman, You can't touch this, I'm just a girl, Single Ladies*)
 Or (*title and artist*) _____
 _____ Garter toss (*The Stripper, Mission Impossible, James Bond theme, Oh Yeah, Pink Panther Theme, Legs-ZZ Top, Hot Legs-Rod Stewart*) or (*title and artist*) _____
 _____ Dollar Dance (*Usually three or more slow songs that we will pick*)
 _____ Decades Dance (*Usually two slow*)

Hall Manager/ Caterer's Name: _____
 Photographer's Name: _____
 Videographer's Name: _____

INFORMATION FOR FORMAL ANNOUNCEMENTS

Flower Girl(s): _____

Ring Bearer: _____

Ushers: _____

Bridesmaids

Groomsmen

(List in order of announcement with Maid of Honor and Best Man last):

6. _____

6. _____

5. _____

5. _____

4. _____

4. _____

3. _____

3. _____

2. _____

2. _____

Maid of Honor: _____

Best Man: _____

Bride and Groom (Mr. & Mrs.): _____

Comments or Special Instructions: _____
