

**Wedding Reception Planning Sheet**

Wedding Date: \_\_\_\_\_

Bride Full Name: \_\_\_\_\_

Groom Full Name: \_\_\_\_\_

Venue: \_\_\_\_\_

Venue Address: \_\_\_\_\_

Venue Contact Person: (name / number) \_\_\_\_\_

Wedding Ceremony Location & Time: \_\_\_\_\_

Guest Arrival Time: \_\_\_\_\_

Contracted End Time: \_\_\_\_\_

Extended play time anticipated?      **Yes or No**

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

On-site Ceremony:      DJ or Live Music      notes: \_\_\_\_\_

Cocktail Hour:      DJ or Live Music      notes: \_\_\_\_\_

Dinner Style:      Buffet or Served      notes: \_\_\_\_\_

Notes: \_\_\_\_\_

**Traditions and Song Requests**

**Special Requests Prior to start:** \_\_\_\_\_

\_\_\_\_\_

**Bridal Arch:** Yes or No

**Prelude Music**

Artists: \_\_\_\_\_

**Processional Song (wedding party)**

Song Title / Artist: \_\_\_\_\_

**Processional Song (bride)**

Song Title / Artist: \_\_\_\_\_

**Recessional Song**

Song Title / Artist: \_\_\_\_\_

**Wedding Party Introduction Song**

Song Title / Artist: \_\_\_\_\_

**Bride & Groom Introduction Song**

Song Title / Artist: \_\_\_\_\_

**Bride & Groom First Dance**

Song Title / Artist: \_\_\_\_\_

**Wedding party Join in:** Yes or No

**Cake Cutting**

Song Title / Artist: \_\_\_\_\_

**Bride & Father Dance**

Song Title / Artist: \_\_\_\_\_

**Groom & Mother Dance**

Song Title / Artist: \_\_\_\_\_

**Other Special Dance or Announcement**

Song Title / Artist: \_\_\_\_\_

**Other Special Dance or Announcement**

Song Title / Artist: \_\_\_\_\_

**Bouquet & Garder** Yes or No

**Boquet Toss:** Title/Artist: \_\_\_\_\_

**Garter Removal:** Title/Artist: \_\_\_\_\_

**Garter Toss:** Title/Artist: \_\_\_\_\_

**Garter Ceremony:** Title/Artist: \_\_\_\_\_

**Elimination Dance:** Title/Artist: \_\_\_\_\_

**Last Dance:** Title/Artist: \_\_\_\_\_

**Last Dance redux:** Title/Artist: \_\_\_\_\_



**Grandparent(s) of the Bride:** Mr. and Mrs. \_\_\_\_\_  
 Mr. and Mrs. \_\_\_\_\_

**Grandparent(s) of the Groom:** Mr. and Mrs. \_\_\_\_\_  
 Mr. and Mrs. \_\_\_\_\_

(mother)  
**Parent(s) of the Bride:** Mr. and Mrs. \_\_\_\_\_ (mother)  
 (if seperated: father of bride) Mr. and Mrs. \_\_\_\_\_ (father)

(mother)  
**Parent(s) of the Groom:** Mr. and Mrs. \_\_\_\_\_ (mother)  
 (if seperated: father of groom) Mr. and Mrs. \_\_\_\_\_ (father)

Please print wedding party names in order of couples being presented with female's name on line 1 and male's name on line 2.

**First Couple:** 1. \_\_\_\_\_ escorted by  
 2. \_\_\_\_\_

**Second Couple:** 1. \_\_\_\_\_ escorted by  
 2. \_\_\_\_\_

**Third Couple:** 1. \_\_\_\_\_ escorted by  
 2. \_\_\_\_\_

**Fourth Couple:** 1. \_\_\_\_\_ escorted by  
 2. \_\_\_\_\_

**Flowergirl and Ringbearer:** 1. \_\_\_\_\_ escorted by  
 (or fifth couple) 2. \_\_\_\_\_

**Maid of Honor** 1. \_\_\_\_\_ escorted by  
**Best Man** 2. \_\_\_\_\_

**Bride and Groom**

how you would like to be announced, ie: Mr & Mrs John Smith etc.

Mr. and Mrs. \_\_\_\_\_

Ladies and gentleman, please raise your glasses as the **best man** \_\_\_\_\_  
 proposes a toast.

I would like to call on \_\_\_\_\_ who will offer grace.