

At Your Request Reception Planning



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Names of Couple:

Date of Event:

Where to setup:

Lighting needed:

Time of Reception:

Number of guests:

Location:

Two tables available (I have black covers)

Projector/screen needed (and when):

RECEPTION

Please provide an itinerary with the order of events and estimated times.

The order of the list below is not the order you need to use.

I will customize this to meet your needs.

Background music (songs, artists, or styles)

Announcing Bride and Groom: Just B/G or whole bridal party? Provide list of names. Song for this?

Formal Receiving Line or "mingling" with guests

Food and drink: finger foods, buffet, served meal (time for meal)? Special procedures?

Procedures for bar/drinks? Music for meal?

Toasts Who will provide them, and when? (Wireless microphone provided)

Cake Cutting (time and song)

Bouquet and Garter toss (time and song)

Other announcements or procedures for reception

DANCE

Bride and Groom Dance song:

Parent dance(s), with whom, parent name(s), and songs:

Other special dances "upfront"

Dollar Dance?

Song requests and "unrequests". Guest requests OK?

Other announcements or events during the evening: