

WEDDING RECEPTION

General Information

Event Date:	Event Times:
Bride & Groom Names:	Event Type:
Phone:	
Email:	
Event Venue:	Number of Guests:
Venue Address:	Venue Phone:
Room Name:	Contact Person:
Attire:	What floor is the room on:
	Elevator: Y/N

Reception Highlights

Cocktail Music: Y/N	
Cocktail Music Type:	
Introductions: Y/N	
Introduction Music:	
Blessing: Y/N	
Blessing By:	
Dinner Music: Y/N	
Dinner Music Type:	
Dinner Served: Y/N	
Sit Down or Buffet	
Toast: Y/N	
Toast By:	
Cake Cutting: Y/N if yes song?	
When:	
Bride and Groom Dance:	
Bride and Groom Song:	
Bride and Father Dance:	
Bride and Father Song:	
Groom and Mother Dance:	
Groom and Mother Song:	
Bouquet Toss: Y/N	
Bouquet Song:	
Garter Toss: Y/N	
Garter Toss Song:	
Bridal Party Dance: Y/N	
Bridal Party Song:	
Last Dance of Evening: Y/N	
Last Dance Song:	
Other Special Dances: Y/N	
List Special Dances:	

Bridal Party Introductions

Parents of the Bride:
Parents of the Groom:
Usher(s):
Flower Girl(s) & Ringbearer:
Bridesmaid & Groomsman (1):
Bridesmaid & Groomsman (2):
Bridesmaid & Groomsman (3):
Bridesmaid & Groomsman (4):
Bridesmaid & Groomsman (5):
Bridesmaid & Groomsman (6):
Bridesmaid & Groomsman (7):
Bridesmaid & Groomsman (8):
Bridesmaid & Groomsman (9):
Bridesmaid & Groomsman (10):
Maid or Matron & Best Man:
Bride & Grooms as: Mr & Mrs:

Requests & Other Info

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