



RECEPTION PLANNER

Client: _____ Cell Phone # : _____
 Event: _____ Date: _____ Time(from/to) : _____ / _____
 Reception Ceremony Ceremony & Reception
 Location: _____ Inside Outside Both
 Venue Contact-Name/Phone # : _____
 Guest Count: _____

CEREMONY PLANNER

Ceremony Start Time: _____ Length (minutes): _____
 INSIDE OUTSIDE Number of pairs in wedding party processional: _____
 Need Lapel Mic for Wedding Officiant? YES NO Officiant's Name: _____
 Prelude Music: _____
 Wedding Party Processional Music: _____
 Bride's Processional Music: _____
 Recessional Music: _____

RECEPTION PLANNER

Cocktail/ Reception Start Time (from/to): _____
 INSIDE OUTSIDE BOTH BAR: YES NO Hosted: YES NO
 Introduction: _____
 Other Info for This Time: _____

Dinner Time (from/to): _____ Plated Buffet Other

Bride & Groom's 1st Dance: _____
 Father & Daughter: _____ Father's Name: _____
 Mother & Son: _____ Mother's Name: _____
 Wedding Party: _____
 Cake Cutting: _____
 Bouquet Toss: _____
 Garter Toss: _____
 Last Dance: _____
 Add'l Dances and Info: _____

