



**WEDDING RECEPTION PLANNER**

**Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<u>TIME</u>	<u>EVENT</u>	<u>SONG IF REQUESTED</u>
_____	<b>Cocktail Hour</b>	<input type="checkbox"/> Cocktail Lounge <input type="checkbox"/> Lite Jazz <input type="checkbox"/> Other _____
_____	<b>Invite Guests</b>	<b>“To Be Seated”</b>
_____	<b>Grand Entrance</b> (See Announcement Form)	<b>X</b> _____
_____	<input type="checkbox"/> Toast <input type="checkbox"/> Speech	<b>Who:</b> <input type="checkbox"/> Bestman <input type="checkbox"/> Maid <input type="checkbox"/> Matron <input type="checkbox"/> FOB <input type="checkbox"/> FOG <input type="checkbox"/> Other _____
_____	<input type="checkbox"/> Blessing <input type="checkbox"/> Grace <input type="checkbox"/> Prayer	<b>Who:</b> _____
_____	<b>Meal</b> <input type="checkbox"/> Sit-down <input type="checkbox"/> Buffet <input type="checkbox"/> Family Style <b>Meal for DJ</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Lite Jazz <input type="checkbox"/> Other _____
_____	<b>Slide Show</b>	<input type="checkbox"/> Time ___ <input type="checkbox"/> DVD <input type="checkbox"/> Computer <input type="checkbox"/> Sound
_____	<b>First Dance</b>	<b>X</b> _____
_____	<b>Father/Daughter Dance</b>	<b>X</b> _____
_____	<b>Mother/Son Dance</b>	<b>X</b> _____
_____	<b>Wedding Party Dance</b>	<b>X</b> _____
_____	<b>Open Dancing</b> (1 <sup>st</sup> set of dancing usually 45 minutes)	- See Music List -
_____	<b>Cake Cutting</b> <input type="checkbox"/> Coaxing <input type="checkbox"/> No Coaxing	<b>X</b> _____
_____	<b>Bouquet Toss</b>	<b>X</b> _____
_____	<b>Garter Toss</b> <input type="checkbox"/> Chair <input type="checkbox"/> Bestman Knee <input type="checkbox"/> All Fours	<b>X</b> _____ <b>X</b> _____
_____	<b>Married Couples Dance</b>	<b>X</b> _____
_____	<b>Money Dance</b> <input type="checkbox"/> Purse <input type="checkbox"/> Pins <input type="checkbox"/> Money Box	<b>X</b> _____
_____	<b>Open Dancing</b>	- See Music List -
_____	<b>Last Dance</b>	<b>X</b> _____