

Elegance & Company
WEDDING RECEPTION PLANNER

General Information

Bride's Name: _____ Bride's Contact Phone: _____

Groom's Name: _____ Groom's Contact Phone: _____

Wedding Date: _____ Reception Time (from/to): _____

Reception Venue with Address: _____

Please give us the Bride & Groom's full address of where they will be living after the wedding:

E-Mail Address: _____

Ceremony Information (if applicable)

Ceremony Location: _____ Time (from/to): _____

Bride & Groom Arrival Time: _____ Guest Arrival Time: _____

The Prelude: Song selections for seating your Guests:

The Processional:

Song for Bridal Party entrance: _____

Song for The Bride's entrance: _____

Unity Candle Lighting:

Song to be played: _____

The Kiss:

The Song to be played after the 'kiss' when the bride/groom are married:

The Recessional:

Songs for the Newlyweds & Bridal Party Departure:

Miscellaneous:

Pictures will be taken at what time? _____

Reception Information

Number of Guests expected: _____

Guest Arrival Time: _____

Cocktail Hour to begin at what time? (if applicable) _____

What type of music would you prefer to have played during cocktail hour?

Bridal Party Arrival Time: _____

Introduction into Reception:

Introductions will begin at what time? _____

Bridal Party entrance song: _____

Bride & Groom grand entrance song: _____

The Bride & Groom's First Dance song -usually immediately following the introduction:

Will there be a Bridal Party Dance? If yes, what song? _____

Dinner

Dinner Time (from/to): _____

Will there be a Blessing? If yes, by whom? _____

Best Man Speech: _____

Maid/Matron of Honor speech: _____

Type of Dinner Music to be played: _____

Are there any announcements that need to take place? (ie: chocolate fountain)

After Dinner Dances

Please list your song selections for the following:

Father & Daughter Dance: _____

Mother & Son Dance: _____

Anniversary Dance: _____

Garter Removal/Toss Song: _____

Bouquet Toss Song: _____

Cake Cutting Song: _____

Dollar Dance: _____

Last Dance: _____

Line Dances or any other Special Dances: _____

Family & Bridal Party Introductions

Parents of the Bride: _____

Parents of the Groom: _____

Please list everyone in your Bridal Party in the order they are to be introduced into the reception.

Bridesmaids

Groomsmen

Maid/Matron of Honor

Best Man

Flower Girl /Junior Bridesmaid

Ring Bearer/Junior Groomsmen

The Bride & Groom will be introduced as:

Please write how you want your names introduced. (ie: Mr. & Mrs.?)

Is there anyone else you would like introduced? _____

**PLEASE LIST ANY OTHER COMMENTS, NOTES,
SPECIAL REQUESTS OR ANNOUNCEMENTS:**