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Botanical PAPERWORKS

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wedding reception details

DATE: _____ **VENUE:** _____

CONTACTS	NAME	PHONE #
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Venue Contact

Photographer

Videographer

MC

TIMING	FROM	TO
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Cocktails

Speeches & Dinner

Cake Cutting

Dancing / Party

SPEECHES / READINGS	WHO	APPROX LENGTH
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Introductions

Grace

Toast to the bride

Toast to the groom

Welcome to the family (bride side)

Welcome to the family (groom side)

Thank yous

Other:

DANCES	SONG	TIME
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First dance

Father and daughter

Wedding party

wedding reception details

ITEMS REQUIRED

DETAILS

- Seating chart
- Guest book & pens
- Card and gift tables
- Wedding cake
- Centerpieces & table decor
- Menus
- Place cards
- Wedding favors
- Caterer and food
- Bar arrangements
- Table wine
- Sound system / music
- Programs
- Decorations
- Lighting
- Slide show/video setup
- Written speeches
- Photo booth & props
- Tossing bouquet
- Wedding garter
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