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# wedding reception details

**DATE:** \_\_\_\_\_ **VENUE:** \_\_\_\_\_

CONTACTS	NAME	PHONE #
Venue Contact	_____	_____
Photographer	_____	_____
Videographer	_____	_____
MC	_____	_____

TIMING	FROM	TO
Cocktails	_____	_____
Speeches & Dinner	_____	_____
Cake Cutting	_____	_____
Dancing / Party	_____	_____

SPEECHES / READINGS	WHO	APPROX LENGTH
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
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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