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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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