

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 dance _____

Wedding party dance _____

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FOOD SERVICE

- Buffet Style
- Served Dinner
- Cocktail Style

DISHES:

CATERED BY:

GUEST ALLERGIES:

OTHER FOOD

CATERED/MANAGED BY

PICK UP/DELIVERY

Wedding cake

Late night

Snack/Candy bar

Other:

BAR

CATERED/MANAGED BY

PICK UP/DELIVERY

Wine

Spirits

Mix

Ice/bar finishings

Other:

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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