

WEDDING RECEPTION PLANNER

Personal Information

| | | | |
|-----------------------------------|----------------------|------------------------|----------------------|
| Bride's Name: | <input type="text"/> | Groom's Name: | <input type="text"/> |
| Brides Birth Date: | <input type="text"/> | Grooms Birth Date: | <input type="text"/> |
| Brides Cell Phone: | <input type="text"/> | Grooms Cell Phone: | <input type="text"/> |
| Home Phone: | <input type="text"/> | Email: | <input type="text"/> |
| Brides Mothers Name: | <input type="text"/> | Grooms Mothers Name: | <input type="text"/> |
| Brides Mothers Phone: | <input type="text"/> | Grooms Mothers Phone: | <input type="text"/> |
| Wedding Date: | <input type="text"/> | Reception Times: | <input type="text"/> |
| Guest Arrival: | <input type="text"/> | Bridal Party Arrival: | <input type="text"/> |
| Known each other how long? | <input type="text"/> | | |
| Where did you two meet? | <input type="text"/> | | |
| How long have you been engaged? | <input type="text"/> | | |
| What are your wedding colors? | <input type="text"/> | | |
| Sensitive Subjects or Situations: | <input type="text"/> | | |
| Mailing Address After Wedding: | <input type="text"/> | Phone # After Wedding: | <input type="text"/> |

Venue Information

| | | | |
|---|--|-------------------------------|--|
| Reception Venue Name: | <input type="text"/> | | |
| Venue Contact Name: | <input type="text"/> | Venue Contacts Phone: | <input type="text"/> |
| Primary Room Name: | <input type="text"/> | Floor: | Basement 1 st floor 2 nd 3 rd 4 th 5 th other _____ |
| Setting: | Indoors Outdoors | Elevator: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Do we have to provide music in other room(s) at any time? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If so, what, where, and when? | <input type="text"/> |
| Directions to Reception: | <input type="text"/> | | |
| Venue Email: | <input type="text"/> | Venue Website for Directions: | <input type="text"/> |
| Earliest Setup Time: | <input type="text"/> | | |

General Information

Number of Guests:

Number of Children:

Majority Age Range of Your Guests:

Requested Entertainer:

Attire:

Tuxedo
Suit, Tie, Jacket
Suit & Tie
Dress Slacks & Polo-Shirt
Jeans & T-Shirt
Themed
OTHER – See Notes

Other Wedding Professionals

Officiates Name:

Caterer:

Caterer's Phone:

Planner/Coordinator:

Planner/Coordinator's
Phone:

Photographer:

Photographer's Phone:

Photographer Email:

Do you need a
photographer?

Yes No

Are there any special photos to be
taken during the Reception?

Time & Duration of
Special Photos:

How late is photographer
scheduled:

Videographer:

Videographer's Phone:

Videographers Email:

Do you need a
videographer?

Yes No

Florist Name:

Florist Phone Number:

Cocktail Details

Music played is light background instrumental music, or we can play instrumental love songs... other suggested genres are soft jazz, soft show tunes, or slow rock.

Cocktails / Hours d'oeuvres:

Yes No

Is cocktail hour in same room as main
reception?

Yes No

If not, what room is it
in?

Cocktail Music:

Yes No

Cocktail Music Type:

Will you need a separate cocktail system?

Yes No

If you need an additional system please contact us so we can
check availability.

Wedding Party Introductions






| | | |
|---|---|---|
| Wedding Party Introductions? <input type="checkbox"/> Yes <input type="checkbox"/> No | Wedding Party Introduction Song: <input style="width: 100%;" type="text"/> | |
| Bride Groom Introduction Song: <input style="width: 100%;" type="text"/> | | |
| Grand Parents of the Bride: <input style="width: 100%;" type="text"/> | | |
| Grand Parents of the Groom: <input style="width: 100%;" type="text"/> | | |
| Parents of the Bride: <input style="width: 100%;" type="text"/> | | |
| Parents of the Groom: <input style="width: 100%;" type="text"/> | | |
| Usher(s): <input style="width: 100%;" type="text"/> | | |
| Flower Girls(s): <input style="width: 100%;" type="text"/> | Ring bearer: <input style="width: 100%;" type="text"/> | |
| Bridesmaid : <input style="width: 100%;" type="text"/> | Groomsman <input style="width: 100%;" type="text"/> | |
| Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | |
| Bridesmaid: <input style="width: 100%;" type="text"/> | Groomsman <input style="width: 100%;" type="text"/> | |
| Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | |
| Bridesmaid: <input style="width: 100%;" type="text"/> | Groomsman <input style="width: 100%;" type="text"/> | |
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| Bridesmaid: <input style="width: 100%;" type="text"/> | Groomsman <input style="width: 100%;" type="text"/> | |
| Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | |
| Maid of Honor = Not Married... Matron Of Honor = Married | Is Your M----- of Honor Married? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Maid/Matrons Name: <input style="width: 100%;" type="text"/> | escorted by Best Man: <input style="width: 100%;" type="text"/> | |
| M of H: <input style="width: 100%;" type="text"/> | BM: <input style="width: 100%;" type="text"/> | |
| Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | Hobbies/Goals/Facts <input style="width: 100%;" type="text"/> | |
| Announce you as... <input style="width: 100%;" type="text"/> | | |
| Bride & Groom's Welcome & Thank You: <input type="checkbox"/> Yes <input type="checkbox"/> No | When? | Right After Introduction During Dinner After Dinner After Toasts After Special Dances Other N/A |
| Bride & Groom 1st Dance: <input type="checkbox"/> Yes <input type="checkbox"/> No | Estimated Time for Dance? | <input style="width: 100%;" type="text"/> |
| First Dance Song: <input style="width: 100%;" type="text"/> | | |

Meal

| | | | |
|--|--|--------------------------------------|--|
| Meal Style: | <input type="checkbox"/> Sit Down/Served <input type="checkbox"/> Single Buffet <input type="checkbox"/> Dual Buffet <input type="checkbox"/> Other | Dinner Served Time: | <input type="text"/> |
| Dinner Music: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Dinner Music Type: | <input type="text"/> |
| If being served, does the caterer need everyone seated to start serving? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| MC Invite Guests To Buffet: | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| For buffet (not applicable to sit down/served meal), we can do Bride & Groom trivia with the guests still sitting (to win the right to go next for food). | | Is Bride & Groom Trivia Appropriate? | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Toast: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Toast By: | <input type="text"/> |
| Will there be other people offering toasts? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If so, who? | <input type="text"/> |
| Should the MC seek volunteer toasts from the guests? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Will the bride and groom want to say something (i.e., thank you for coming)? | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| Blessing: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Blessing By: | <input type="text"/> |
| Blessing When? | N/A Beginning of Reception Before Dinner After Dinner At End of Evening OTHER – See Notes | | |

Parent/Family Dances

Father/Daughter and Mother/Son dances can be combined or can be separate.

| | | | |
|---|--|---------------------------|--|
| Do you want them Separate? | <input type="checkbox"/> Yes <input type="checkbox"/> No | If Yes, Who Dances First: | Father & Daughter (typical) Mother & Son |
| Father/Daughter Dance? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Father/Daughter Song: | <input type="text"/>  |
| All Fathers & Daughters join 1/2 way through? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Father/Daughter Length: | Half Song Full Song |
| Mother/Son Dance? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Mother/Son Song: | <input type="text"/>  |
| All Mothers & Sons join 1/2 way through? | <input type="checkbox"/> Yes <input type="checkbox"/> No | Mother/Son Song Length: | Half Song Full Song |
| Bride & Brother Dance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Song Choice: | <input type="text"/>  |
| Bride & Father-in-Law Dance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Song Choice : | <input type="text"/>  |
| Groom & Mother-in-Law Dance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Song Choice: | <input type="text"/>  |

Other Formalities

CAKE CUTTING

Cake Cutting: Yes No When: Before Dinner
After Dinner
After Mother/Son

Cake Cutting Song:

Cake Cutting Mood: Messy
 Neat
 Elegant
 Fun
 Goofy
 Other

DOLLAR DANCE

Dollar/Money/Honeymoon Dance Terminology: Money Dance
 Dollar Dance
 Honeymoon Dance
 OTHER – See Notes

Perform Dollar/Money/Honeymoon Dance: Yes No Dollar/Money/Honeymoon Dance Songs:

WEDDING PARTY DANCE

Wedding Party Dance: Yes No Wedding Party Song:

BOUQUET & GARTER TOSS

Bouquet Dedication: Yes No Bouquet Dedication Song:

Bouquet Toss: Yes No Bouquet Song:

Bouquet/Garter Mood: Rowdy
 Mellow
 Other

Groom Removes Garter:

Garter Toss: Yes No Garter Toss Song:

Perform Garter Gag?
(Scroll Down For Example): Yes No Song:

LAST DANCE AND EXIT

Are you leaving before the last dance? Yes No If so, at what time?

Do you want your exit to be announced? Yes No

[Before the last dance, we can organize guests into a circle around the bride and groom, pass the mic around, and allow them to each offer best wishes.](#)

Would You Like To Perform This? Yes No

Last Dance of Evening: Yes No Last Dance Song:

Other Special Dances: Yes No List Special Dances:

Follow Along Dances

| | | | |
|-------------------------------|--|------------------------------|--|
| Agadoo: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Kung Fu Fighting: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Blame It On The Boogie: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Let It Whip: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Car Wash: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Lindy (Swing): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cha Cha Slide (Mr. C): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Macarena: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Chicken Dance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Mambo Number 5: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| C'mon 'N Ride It (The Train): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Maria (Ricky Martin): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cup Of Life (Ricky Martin): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Men In Black (Will Smith): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Cotton Eyed Joe (Rednex): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Mony Mony: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Dollar Wine Dance: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Piano Man: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Electric Slide: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Play That Funky Music: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Get Down Tonight: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Runaround Sue: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Greased Lightening: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Shout (Shaggy): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hands Up (from Club Med): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Staying Alive: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hokey Pokey: | <input type="checkbox"/> Yes <input type="checkbox"/> No | Swing Engine: | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Hold Your Head (Bahamas): | <input type="checkbox"/> Yes <input type="checkbox"/> No | Wild Wild West (Will Smith): | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Ketchup Dance (Las Ketchup): | <input type="checkbox"/> Yes <input type="checkbox"/> No | YMCA (Village People): | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Other Information

Bouquet & Garter Alternatives

These are only suggestions of alternate ways to remove or toss the garter. Please consult with me. The most important thing to remember is to HAVE FUN.

- 1) Can toss both Garter and Bouquet at the same time.
- 2) Can place a \$10 or \$20 bill in the garter to "Sweeten the pot".
- 3) Blindfold the groom; The Bridesmaids then all show their legs and the groom must guess the right leg before removing the garter. Individuals other than the "bridesmaids" may be used (i.e. grandma, best-man, well you get the idea)
- 4) Blindfold the catcher and he must put the garter on the bouquet catchers leg or guess the right person as well.
- 5) The groom tosses his "Little Black Book" instead of the garter. Stating he will no longer need it.
- 6) The groom before he starts to take off the garter is handed a "Minders Hat with Working Light". Stating that it is dark under the full length dress. This works best with a full length white dress. The light will make the dress glow and everyone can see the light move throughout the dress, but nothing else...
- 7) Balloon Garter Drop - This works best in a facility with high ceilings. Decorators take a large balloon and fill it with several smaller balloons. One of the smaller balloons holds the garter. The larger balloon makes a nice decoration as well. The groom then takes a long pole with a pin on the end and breaks the larger balloon. All the smaller balloons fall to the ground and the bachelors have to search for and break the smaller containing the garter.
- 8) Black Garter Toss - This must be planned with your DJ before the event. If you do not have a lot of single friends or do not wish to embarrass anyone this may be an alternate to the garter toss. Your MC invites the groom to the dance floor. Then asks for all the married men to the floor. The groom tosses the garter to the married men. At this point The MC tells the catcher that the garter may be placed on his wife's leg...in the privacy of their home/room. The Bride invites a special friend to the floor and gives her the bouquet.
- 9) Garter Gag - This must be preplanned with Your DJ before the event, Preferred several weeks before the event. The Catcher of the Bouquet sits in a chair on the center of the dance floor... as the catcher of the garter (standing in front of the catcher of the bouquet) is blind folded, we then swap the catcher of the bouquet in the chair with a gentleman (the hairier the legs the better), we then explain to the catcher of the garter that he will be required to put the garter on "HER" leg... the higher he goes, the more fun the Bride and Groom will have on their honeymoon (the more money they'll make in a lifetime, the more children they'll have, just to name a few more).
- 10) Bride presents the Bouquet.
- 11) Invite all the married women to the floor. Then start eliminating them by asking "all the women married one year or fewer steps to the edge of the dance floor" and so on until there is only one woman left (the bride stays on the floor the whole time). Find out how long she has been married and hand her the bouquet.
- 12) The bride stands in the middle of the floor and is blindfolded. The single ladies make a circle around her. The bride spins in one direction and the ladies rotate around her in the opposite directions. When the music stops everyone stops moving and the one the bride is facing is the one to get the bouquet.

If any of these sounds like fun, please consult me, and place a comment about it in the notes above.

Kissing Games

Here are some alternatives to the traditional clanging of glasses for the bride and groom to kiss. Remember these are just ideas.

- 1) Instead of clanking glasses the guest must sing a song with the word "love" in it. This does not have to be the entire song just the part with the word "Love" in it.
- 2) Have a Trivia Contest. *Let me know if this interests you, the trivia guide is a tool I can add to your account and you can fill out online - Just like this planner.* If someone would like the bride and groom to kiss they must answer a trivia questions about the bride and groom. Good questions are things like... The day the Bride was born? What city she was born in? The grooms' favorite toy as a child/adult?

Other Ideas

Here are some other games and ideas to customize your special and unique wedding.

- 1) **Remote Control Game:** Usually after the bouquet/garter toss. The bride and groom sit on chairs back to back. I'll ask the best-man and maid of honor to come up and help with this. They are each given a roll of toilet paper on a rod that either the best-man or maid of honor holds for the bride and groom. The MC will announce that the race is for control of the TV remote for the next six months. The first to unroll all of the toilet paper wins. Audience applause will determine a tie.
- 2) **Who Wears The Pants Trivia:** The Bride and Groom stand back to back and are asked to take off their shoes. *This works really well at the end of the night when you want to take your shoes off anyway.* They give each other one of their shoes and keeps one for themselves. The couple is then asked questions like: Who controls the checkbook? Who does the laundry? Who does the cooking? etc. The Bride & Groom respond back by holding up the appropriate shoe.
- 3) **Key Gag:** *This must be preplanned with the Entertainer before the event.* Obtain several house keys (10-20 keys is sufficient) during the party before the garter/bouquet toss someone from the wedding party is responsible for handing out the keys to several guests. Just before the groom removes the garter the MC will announce "Now that the Bride/Groom (your choice) is married, everyone must return their key to his/her apartment/house". At this time several people walk forward and place the keys in a bucket.

Have a good idea? Like one of the ones listed here? Describe in the "Other Information" field below.