



WEDDING RECEPTION PLANNER

Wedding Date _____ Set Up Time _____ Start Time _____ End Time _____
 Wedding Ceremony Location _____
 Wedding Reception Location _____
 Address _____ Tel _____ Fax _____
 Bride's Name _____ Tel _____ Cel _____
 Address _____ Occupation _____
 Groom's Name _____ Tel _____ Cel _____
 Address _____ Occupation _____
 Email Address (Bride) _____ (Groom) _____
 Address after Wedding _____ City _____ State _____ Zip _____
 Honeymoon Location _____

Bride's Parents (Circle all that apply)

Mother/Step _____ Father/Step _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____
 Mother/Step _____ Father/Step _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____

Bride's Grandparents (List all who will attend)

Names _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____ Mother/Father _____
 Names _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____ Mother/Father _____

Groom's Parents (Circle all that apply)

Mother/Step _____ Father/Step _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____
 Mother/Step _____ Father/Step _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____

Groom's Grandparents (List all who will attend)

Names _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____ Mother/Father _____
 Names _____ Yrs Married _____
 Tel/Cel _____ Tel/Cel _____ Mother/Father _____

Bridal Party (Introduction)

Maid/Matron of Honor's Name _____ Best Man's Name _____
 Maid/Matron of Honor's Name _____ Best/Groom's Man Name _____
 Bridesmaids: _____ Groomsman: _____

Flower Girl _____ Flower Girl _____
 Flower Girl _____ Ring Bearer _____

Event Schedule (Your Entertainment Director can coordinate the flow of your reception. The list below depicts common reception ideas. **NUMBER THESE** in your ORDER of PREFERENCE or delete):

- _____ **Cocktails/Awaiting arrival** of Bride and Groom. (Time: _____pm/am)

- _____ **Other Entertainment.** (Circle One) Mariachi Vocal Soloist Musical Soloist/Group (name) _____ (Time: _____pm/am)
Serenade Bride and Groom Yes/No Song Selection: _____

- _____ **Entrance of the Wedding Party.** Please list sequence in prior page or make a separate list prior to event. (Time: _____pm/am)

- _____ **Entrance of the Bride and Groom.** Introduce couple as " _____." (Time: _____pm/am)

- _____ **Bless the food.** (Circle One) Priest Minister Rev Pastor Deacon Mr. Mrs. (name) _____ (Time: _____pm/am)

- _____ **Food** (Circle One) Buffet Sit Down (Time: _____pm/am)
Bride and Groom will (Circle One) Be Served Start Buffet Line Followed by Wedding Party, Immediate Family and Guests.

- _____ **Table to Table** visit by the Bride and Groom with the Photographer. (Time: _____pm/am)

- _____ **Announce the cutting of the cake(s).** (Circle One) Invite guest to cake table Private Photos. (Time: _____pm/am)
Song Selection: _____

- _____ **Cake cutting and photos.** Song Selection: _____

- _____ **Announce Toast.** (Circle One) Champagne Non Alcohol (Time: _____pm/am)

- _____ **Give Toast** Best Man (name) _____ Maid/Matron of Honor (name) _____ (Time: _____pm/am)
Bride's Parents Yes/No Groom's Parents Yes/No Others (name) _____
Bride and Groom Welcome and Thank Guest Yes/No

- _____ **Bride and Groom (First Dance).** Song Selection: _____ (Time: _____pm/am)

- _____ **Father/Daughter Dance.** Song Selection: _____ (Time: _____pm/am)

- _____ **Mother/Son Dance.** Song Selection: _____ (Time: _____pm/am)

- _____ **Parents Dance.** Song Selection: _____ (Time: _____pm/am)
Grandparents Included Yes/No

- _____ **Money/Honeymoon Dance.** Song Selections: 1) _____ (Time: _____pm/am)
2) _____ 3) _____

- _____ **Anniversary Dance.** Song Selections: 1) _____ (Time: _____pm/am)
2) _____ 3) _____

- _____ **Other Spotlight Dance.** Type: _____ Song Selection: _____ (Time: _____pm/am)

- _____ **Bouquet Toss.** Song Selection: _____ (Time: _____pm/am)

- _____ **Garter Toss.** Song Selection: _____ (Time: _____pm/am)

- _____ **Fake Exit.** Song Selection: _____ (Time: _____pm/am)

- _____ **General Dancing.** Song Selection: _____ (Time: _____pm/am)

- _____ **Last Dance.** Song Selection: _____ (Time: _____pm/am)

- _____ **Exit/Send Off.** Song Selection: _____ (Time: _____pm/am)

Event Professionals/Vendors

Wedding Coordinator _____ Tel _____ Fax _____
Photographer _____ Tel _____ Fax _____
Videographer _____ Tel _____ Fax _____
Caterer _____ Contact _____ Tel _____ Fax _____
Mariachi _____ Contact _____ Tel _____ Fax _____
Vocal Soloist _____ Tel _____ Fax _____
Musical Soloist/Group _____ Tel _____ Fax _____

Music Selection

Dinner Music *(Circle One):*

Mariachi Yes/No Vocal Soloist Yes/No Musical Soloist Yes/No Standards Yes/No Ballads Yes/No
Jazz Yes/No Classical Yes/No Christian/Gospel Yes/No Other(s): _____

Dance Music *(Please indicate the percentage of each category desired at your event):*

Big Band ____% Waltz ____% Polka ____% 50's/60's Oldies ____% Motown/Soul ____% Classic Pop/Rock ____% Funk/Disco ____%
80's Pop/Rock ____% 90's Pop/Rock ____% Country *(Modern/Western/Texas/Two Steps/Waltzes/Polkas/Line Dances)* ____% Reggae ____%
Current Top Hits *(Modern Rock/Rap-Hip Hop/R&B/Dance)* ____% Ethnic *(Italian/Jewish/Irish/Greek/Hindi/Asian)* ____% Cajun/Zydeco ____%
Group Participation Dances *(YMCA/Electric Slide/Grease/Cha Cha Slide/Cupid Shuffle)* ____% Salsa ____% Merengue ____% Banda ____%
Bachata ____% Reggaeton ____% Baladas/Boleros ____% Latino Hip Hop/Rap/R&B ____% Latino Pop/Rock ____% Tejano/Cumbia/Norteño ____%
Columbian Sonidero ____% Mariachi ____% Duranguense ____% Huapango ____% Bailes De Participación *(Carnavalito/Macarena/Conga)* ____%

Special Song Request *(Dedications, Birthdays, Anniversaries, etc.):* _____

Sensitive Subjects: _____

Special Instructions: _____

Do you prefer your Music Entertainer to be: Outgoing _____ Moderate _____ Easy Going _____ Reserved _____

Remarks/Note: _____

