

# Reception Planner

Wedding Receptions are a wonderful opportunity to gather and celebrate special occasions with friends and family. They require quite a bit of planning and preparation, but the rewards are great. Involve as many friends and family members as possible, and decide on your party goals at the outset.

## Party Helper Hints

**Front Door Greeter:** For a large party, have someone assist guests as they arrive, take coats and gifts, and have guests sign the guest book.

**Food and Beverages:** Arrange for a caterer and servers or ask someone to help with food and beverage preparation and refilling items as they are consumed.

**Activity Director:** Have your Maitre'd or DJ control all scheduled activities. This provides a nice flow of the scheduled events. An interactive DJ can make a real difference in the outcome of your event.

**Photographer:** Photographs are a nice memory of your party. Hire a professional photographer or ask a friend to photograph the party events. Please **DON'T** allow your photographer to dominate **YOU** or **YOUR TIME!** Remember, you hired him/her, so please request they respect your plans and schedule.

## Suggested Activities

- Greet guests upon their arrival
- Have Bridal Party members report to bridal suite **not** into the banquet room
- Bridal Party Introductions – preferred order is provided.
- Blessing / Grace (always prior to toast to encompass all events)
- Toast to Bride & Groom
- Dinner Service
- Bride & Groom's First Dance to open the dance floor
- Dancing for approximately 15-30 minutes
- Cake Cutting
- Garter Removal (if requested)
- Bouquet Toss (if requested)
- Garter Toss (if requested)
- Parent Dances (if requested) to reopen the dance floor
- Special Events ... i.e. Apron (Money) Dance or other Ethnic Traditions, etc.
- Open Dance Floor to everyone
- Bridal Couple's Last Dance



# EVENTS...

**Introductions:** (if names are difficult to pronounce, please use phonetics) **Time:** \_\_\_\_\_

- Parents of the Bride:  
\_\_\_\_\_  
\_\_\_\_\_
- Parents of the Groom:  
\_\_\_\_\_  
\_\_\_\_\_
- Brides Maids & Grooms Men  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Flower Girl(s) & Ring Bearer(s)  
\_\_\_\_\_
- \_\_\_ Maid \_\_\_ Matron of Honor and Best Man  
\_\_\_\_\_  
\_\_\_\_\_
- Bride & Groom  
\_\_\_\_\_
- Blessing to be given by:  
\_\_\_\_\_  
\_\_\_\_\_
- Toast(s) to be given by:  
\_\_\_\_\_  
\_\_\_\_\_

**Meal/Dinner Service** **Time:** \_\_\_\_\_

- Buffet Style      Formal Sit-Down      Table Side Platter Service

**First Dance** ( \_\_\_ Before or \_\_\_ After Dinner) **Time:** \_\_\_\_\_

Song Title: \_\_\_\_\_ by \_\_\_\_\_  
Note: \_\_\_ With \_\_\_ Without      Bridal Party joining in about halfway through the song

**Cake Cutting Ceremony** **Time:** \_\_\_\_\_

- Special Song: \_\_\_\_\_ by \_\_\_\_\_

**Garter/Bouquet Tosses (Yes/No)**

Time: \_\_\_\_\_

- Garter Removal Song: \_\_\_\_\_
- Bouquet Toss Song: \_\_\_\_\_
- Garter Toss Song: \_\_\_\_\_
- Should we go any farther? Yes / No

**Parent Dances**

Time: \_\_\_\_\_

- Father/Daughter Dance: \_\_\_\_\_
- Mother/Son Dance: \_\_\_\_\_

**Apron / Money / Dollar Dance (if desired)**

Time: \_\_\_\_\_

Note: This is actually a Polish tradition, so naturally polkas are in order however; most couples prefer slow ballads.

Your Choice: \_\_\_\_ Slow Ballads    \_\_\_\_ Uptempo Swing    \_\_\_\_ Polkas

Other: (please Specify) \_\_\_\_\_

**Last Dance**

Time: \_\_\_\_\_

Song Title: \_\_\_\_\_

Note: \_\_\_With \_\_\_ Without    Bridal Party and Guests joining in about halfway through the song

**Special Occasions / Dedications to those who are special to you**

Time: \_\_\_\_\_

Please Specify the Occasion and Request:

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