
Reception Planner Guide

This guide has been prepared to help you plan the timeline for your reception and help fill out the following Reception Planner. Please fill out this planner in pencil in the event you may want to make changes later.

Here is a sample format of a typical Wedding Reception.

Before Dinner:

- ❖ *Cocktails,*
- ❖ *MC introduces self and makes general announcements if required,*
- ❖ *Bride and Groom arrive from photos,*
- ❖ *Grand Entrance,*
- ❖ *Introduction of Head Table,*
- ❖ *Introduction of Parents / Grand Parents,*
- ❖ *Introduction of out of town guests,*
- ❖ *Blessing,*
- ❖ *Entrée & Main course,*

After Dinner:

- ❖ *Formal Speeches*
 - ❖ *Toast to Bride (an additional toast may be directed to Groom as well),*
 - ❖ *Groom's response to the Toast to Bride,*
 - ❖ *Best Man toasts Maid/Matron of Honour and Bridesmaids,*
 - ❖ *Maid/Matron of Honour toasts to Best Man and Groomsmen,*
 - ❖ *Toast from Parents to Bride and Groom plus thanking guests,*
 - ❖ *Additional toasts from family members and guests,*
- ❖ *Telegrams/emails,*
- ❖ *Dessert*

After a brief break,

- ❖ *Cake Cutting,*
- ❖ *First Dance for Bride and Groom,*
- ❖ *Second Dance with Parents, Bridal Party invited part way through*
- ❖ *Open Dancing,*
- ❖ *Bouquet and Garter toss,*
- ❖ *More dancing!*

The planner we have provided is based on the above format. Please note that this is a generalised layout and can be changed to suit your needs. Other elements may come into play such as video/slideshow presentations, entertainer's interaction, guests that may perform a song, etc.

In order to reduce any stress, we recommend that an "approximate" time be added to each item instead of absolute times. We say "approximate" because it is quite common to experience delays at a Wedding Reception which may throw the timetable off schedule.

Award Entertainment

Order of Events

Tip: It may be easier to write each part on small individual pieces of paper and keep re-arranging them until you find an order that suits your needs. We highly recommend that you fill out the Order of Events and the rest of this planner in pencil in the event you need to make changes later.

Name:		Date:
Sequence	Time	Event
1		Ceremony
		Photographs
		Guests arrive at reception venue
		Cocktail Hour <i>(if DJ providing music for that too)</i>
		Bride and Grooms Arrival
		Mock cake cutting <i>(if applicable)</i>
		Grand Entrance
		Grace/Blessing
		Entrée
		Main Course
		Toasts <i>(make sure champagne is poured)</i>
		Dessert
		Cake Cutting
		First Dance
		Father/Daughter Dance <i>(can be combined with Mother/Son Dance)</i>
		Mother/Son Dance <i>(can be combined with Father/Daughter Dance)</i>
		Bridal Party <i>(can be combined with Father/Daughter or First Dance)</i>
		Open Dancing
		Bouquet / Garter
		Last Dance
		Archway to Leave, Circle of friends of farewell dance or similar
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>
		<i>(additional)</i>

Notes: The printed order of events is only a suggestion. Every reception is different, and this is YOUR wedding. Any event may be added, removed, or rearranged as long as it is clearly indicated in the above table. If there are slide shows, videos, people performing songs, or anything not listed, please add them in chronological order to the "**(additional)**" rows.

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1. Client Information

Groom's Name:	Bride's Name:
Mailing Address:	
Age:	Age:
Profession:	Profession:
Grooms Phone (evening):	Brides Phone (evening):
Grooms Phone (daytime):	Brides Phone (daytime):
Grooms Email:	Brides Email:
Date Of Birth <i>(Optional)</i> :	Date Of Birth <i>(Optional)</i> :
Date of Wedding:	
Honeymoon Destination:	
Address After Wedding:	

2. Location Information

Ceremony Location:		
Contact Name:	Ph:	
Is Award Entertainment providing music & microphones for the ceremony? Y N		
Ceremony Music:		
Processional:		
Register:		
Recessional:		
Reception Location:		
Contact Name:	Ph:	
Number of Guests:	Adults:	Children:
Majority Age Group:		
My formal attire is black tie (tuxedo/dinner suit). If you wish less formal attire, describe here:		

3. Contact Information For Other Event Professionals

<i>Please give business name, contact name and phone (cell preferably) for each of the following. If you would like recommendations for any of these, please ask.</i>	
Wedding Planner:	Ph:
Caterer:	Ph:
Photographer:	Ph:
Videographer:	Ph:
Celebrant:	Ph:
Florist:	Ph:
Cake:	Ph:
Limo Driver:	Ph:

4. Cocktail Hour

Is Award Entertainment providing music for the cocktail hour?	Y	N	
<i>Would you like your DJ to introduce themselves to guests to encourage requests later?</i>	Y	N	
<i>Are cocktails in the same room as Reception?</i>	Y	N	<i>If not, where?</i>
<i>Is dancing be in the same room as Reception?</i>	Y	N	<i>If not, where?</i>

Award Entertainment

Introductions (May Form Part of Speeches)

7. Parents & Grand Parents

Groom's Family:

Mother:		Stepfather/Companion:
Father:		Stepmother/Companion:
Years Married:	Phone:	
Grandmother:		Step GF/Companion:
Grandfather:		Step GM/Companion:
Years Married:	Phone:	

Other Family members:

Name:	Phonetic Pronunciation:	Relation:

Bride's Family:

Mother:		Stepfather/Companion:
Father:		Stepmother/Companion:
Years Married:	Phone:	
Grandfather:		Step GF/Companion:
Grandmother:		Step GM/Companion:
Years Married:	Phone:	

Other Family members:

Name:	Phonetic Pronunciation:	Relation:

Award Entertainment

9. Acknowledgements

Name:	Phonetic:
Acknowledged for:	

Name:	Phonetic:
Acknowledged for:	

Name:	Phonetic:
Acknowledged for:	

Name:	Phonetic:
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Name:	Phonetic:
Acknowledged for:	

Award Entertainment

10. Dinner

Will someone be saying Grace or a blessing?		Y N	
<i>If yes please give the name of the person (with phonetic pronunciation):</i>			
Meal (please circle appropriate one)	Buffet Service	Sit down Service (served)	Stand Up (appetisers)
Number of Tables:			
Buffet Only – Instructions for releasing tables for dinner			

11. Toasts:

Will there be champagne or wine available for the toasts? Y N Type: _____
 Will the venue be responsible for pouring the wine or champagne? Y N

Type of Toast and to Whom	Name of Person Giving Toast	Phonetic Pronunciation
Toast to Bride		
Toast to Groom		
Toast to Maid/Matron of Honour & Bridesmaids		
Toast to Groomsmen		
Reply from Groom		
Reply from Bride		
Toast from Bride's Parents		
Toast from Groom's Parents		
Will other people be offering toasts? If so, please indicate below.		
Would you like an "Open Mic" after the formal toasts are completed? <i>(Not generally recommended)</i>		Y N

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12. After Toasts

Will there be any telegrams, emails or recordings from absent friends/family?	Y N
If there are any video/slideshow presentations or other events, please list below:	

13. Cake Cutting

Will a professional photographer be taking photos of the cake cutting?	
Will the cake be served as Dessert?	Y N
The DJ may select and play an appropriate song during this time. If you would like to select the song, please list it here:	

14. Formal Dances

Listed below is an example of a simple order for the Formal dance(s):

First Dance – This dance is generally for the Bride and Groom only.
Second Dance – The Bride dances with her father, the Groom usually joins in with his mother. We recommend the Bridal Party join in half way through this song.
Third Dance – Open floor for dancing.

First Dance:

Song Title:	Artist:
Who will be dancing?	

Second Dance:

Song Title:	Artist:
Who will be dancing?	

Third Dance:

Song Title:	Artist:
Who will be dancing?	

Additional Info:

Award Entertainment

15. Garter and Bouquet

Please fill out if you are having a Garter or Bouquet Toss

Possible songs for the Bouquet Toss: <ul style="list-style-type: none"> • Celebration – Kool & the gang • Like A Virgin - Madonna • Girls Just Wanna Have Fun - Cyndi Lauper 	<ul style="list-style-type: none"> • Man, I Feel Like A Woman - Shania Twain • Pretty Woman - Roy Orbison • You Sexy Thing - Hot Chocolate • Ladies Night - Kool & the Gang
Song for Bouquet Toss:	
Special Instructions:	

Possible songs for Garter Toss: <ul style="list-style-type: none"> • The Stripper - David Rose Orchestra • You Can Leave Your Hat On - Joe Cocker • Oh Yeah - Yello • Rocky Theme - Sound Track • Mission Impossible Theme - Sound Track 	<ul style="list-style-type: none"> • Like A Virgin - Madonna • I'm Too Sexy – Right Said Fred • Pink Panther Theme – Henry Mancini • Peter Gunn - Art of Noise • James Bond Theme - Sound Track
Song for Garter Toss:	
Special Instructions:	

16. Going Away Song or Last Song

Will you be leaving before the end of the evening?	If yes, approximately what time?
Would you like to have your First Dance song played again?	If no, please list song below.
Other song title:	Artist:
Option 1: <i>Circle of Love</i> – everyone is instructed to form a circle around the Bride and Groom, join hands and dance with the couple as they make their way around the circle saying goodnight.	
Option 2: <i>Archway</i> – guests are encouraged to form two lines facing each and form an archway for the Bride and Groom to pass through as they leave. <i>Upbeat song recommended.</i>	
Special Instructions:	

Award Entertainment

17. Music

DO NOT PLAY UNDER ANY CIRCUMSTANCE LIST. Please list "specific" song you do not want to have played under any circumstance. I.E. Bird Dance, Macarena etc.

Play Only If Requested List. Please list any songs you may not like, but are OK to play if a guest requests it.

Requests: In the event I do not have a request, I will purchase music to the value of \$40 and you will be responsible for the remainder. I may hand out request cards to guests during the reception also.

Artist:	Song:
Artist:	Song:
Artist:	Song:
Artist:	Song:
Artist:	Song:
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Artist:	Song:

18. DJ Interaction

Would you like the DJ to be: Low key and mellow or, Fun and interactive (*please tick*)

Please note that we only use as much interaction as needed. We use our discretion and do not overdo it. Although not required, it is helpful if the Bride and Groom and also the wedding Party participate in any of the interactive portions of the evening.

Award Entertainment

19. Miscellaneous

Wedding Party Seating Arrangements:

If your head table seating is different than shown below, please indicate seating arrangement on the back of this sheet.

Groomsman:		Head Table
Groomsman:		
Groomsman:		
Groomsman:		
Best Man:		
Groom:		
Bride:		
Maid* of Honour:		
Bridesmaid:		
Bridesmaid:		
Bridesmaid:		
Bridesmaid:		

* Please note if "Matron of Honour"

20. Questions

1 - Will the table centrepieces be given away?
2 - Any special dates such as birthdays or anniversaries to be honoured?
3 - Are there any delicate family issues, religious affiliations, or anything else that would be helpful to know?
4 - Is there a gathering the next day which guests need to be invited to? Where and when?
5 - Lighting preference? <i>(either none-just the venue's lighting, intelligent effects lights or other)</i>