

Client:

WEDDING RECEPTION PLANNER

Wedding & Reception Date:

Bride's Information:

Name:

Age:

Cell:

Home:

Email:

Groom's Information:

Name:

Age:

Cell:

Home:

Email:

Reception Information:

Banquet Facility:

Facility Contact:

Room Name:

Client:

Number of Guests:
Photographer:
Videographer:
Will we be doing your introductions?
Cutting of cake to follow:
Cake Cutting Song & Artist:
Bouquet Toss?
Bouquet Toss Song & Artist:
Garter Toss?
Garter Toss Song & Artist:

Bride & Groom Dance
Song:
Artist:
Notes:

Father / Daughter Dance
Song:
Artist:
Notes:

Mother / Son Dance
Song:

Client:

Artist:
Notes:

Times & Other Information:
Is the ceremony on site?
If ceremony is on site but in a different area list room here:
If ceremony is on site, select time of guest arrival:
Processional Start Time:
Cocktail Hour Start Time:
Dinner Start Time:
Scheduled End Time for Reception:
Notes: