

WEDDING RECEPTION ITINERARY FORM

Reception Date _____	Bride Name _____
Reception Time _____ to _____	Groom Name _____

Primary Contact at Reception (no bridal party) _____ Phone _____

Consultant / Planner (if any) _____ Phone _____

Venue _____ Venue Contact Person _____

Address _____ Phone _____

Time room will be ready for set-up _____ Will there be events taking place before the reception? Yes No

ENTERTAINER DETAILS

Attire: Formal (tuxedo) Suits Dress Casual (slacks / dress shirt)

All Black Casual (jeans) Theme / Other _____

Entertainers to take breaks? Yes / Time Preference _____ No

Refreshments for the Entertainers: Dinner Sandwiches Deli Tray Other

Water Soft Drinks Open Bar None

SONG CHOICE

Bridal Party Introductions _____

First Dance _____

Father / Daughter Dance _____

Mother / Son Dance _____

Other Special Requests (dollar dance, anniversary/generations dance, kids dance, novelty songs, etc.)

TIMELINE

Entertainer Set-Up Time _____

Guest Arrival _____

Cocktails _____

Bridal Party Arrival / Introductions _____

Toasts (who / when) _____

Blessing (who / when) _____

Dinner _____

Cake Cutting _____

MUSIC START TIME _____

Specialty Dances _____

Bouquet / Garter Toss _____

Other _____

