

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 at the event you may want to attend in future.

Here is a sample format of a typical Wedding Reception.

Before Dinner:

- Cocktail
- MC, introduce self and make general announcements if required.
- Bride and Groom arrive from church.
- Grand Entrance.
- Introduction of Best Man.
- Introduction of Maid of Honour / Flower Girl(s).
- Introduction of each of the bridesmaids.
- Speeches.
- Return to Main course.

After Dinner:

- **Formal Speeches**
 - Toast to Bride (An additional toast may be directed to Groom as well).
 - Maid of Honour (optional for Traditional Weds).
 - Best Man Speech. (Only if Maid of Honour does not make a toast).
 - Best of Wishes (optional toast). (By Best Man and/or bridesmaids).
 - Toast to Bride (optional for Traditional Weds and some New Zealand couples).
 - Additional toasts from family members and guests.
- **Reception Remarks.**
- **Dance!**

After a brief break:

- **More Dancing.**
- **More Toasts for Bride and Groom.**
- **Speeches (optional for Maid of Honour, Best Man and/or bridesmaids).**
- **More Dancing.**
- **Souquet 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 wedding bands, presentation of the bride and groom, speeches, first dance, first kiss, etc.

In order to reduce any stress, we recommend that you approximately 7 days in advance to send this kind of an invitation to them. We say "approximately" because it is a rough estimate to ensure no delays at a Wedding Reception which may have the bride and groom not so happy.

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