



**281-827-7528 / 281-476-6203 fax**  
**www.amedjs.com**

**WEDDING RECEPTION PLANNER**

Wedding Date \_\_\_\_\_ Set Up Time \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
 Wedding Ceremony Location \_\_\_\_\_  
 Wedding Reception Location \_\_\_\_\_  
 Address \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_  
 Bride's Name \_\_\_\_\_ Tel \_\_\_\_\_ Cel \_\_\_\_\_  
 Address \_\_\_\_\_ Occupation \_\_\_\_\_  
 Groom's Name \_\_\_\_\_ Tel \_\_\_\_\_ Cel \_\_\_\_\_  
 Address \_\_\_\_\_ Occupation \_\_\_\_\_  
 Email Address (Bride) \_\_\_\_\_ (Groom) \_\_\_\_\_  
 Address after Wedding \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Honeymoon Location \_\_\_\_\_

**Bridal Party (Introduction)**

Maid/Matron of Honor's Name \_\_\_\_\_ Best Man's Name \_\_\_\_\_  
 Maid/Matron of Honor's Name \_\_\_\_\_ Best/Groom's Man Name \_\_\_\_\_  
 Bridesmaids: \_\_\_\_\_ Groomsman: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Flower Girl \_\_\_\_\_ Flower Girl \_\_\_\_\_  
 Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

**Event Schedule** (Your Entertainment Director can coordinate the flow of your reception. The list below depicts common reception ideas. **NUMBER THESE** in your ORDER of PREFERENCE or delete):

			Books
			Art or other course supplies
			<b>Housing &amp; Meals (not included in Program Fee)</b>
			Additional housing costs during program
			Housing deposit or permit
			Additional meals during program
			Housing and meals during breaks
			<b>Essential Daily Living Expenses</b>
			Local transportation (bus pass, subway pass, taxi)
			Communications (phone card, cell phone, postage)
			Toiletries and laundry
			Emergency cash
			<b>Spending Money</b>
			Optional excursions and other independent travel
			Souvenirs and gifts
			Social activities
			<b>Total Estimated Cost of Attendance</b>