



**281-827-7528 / 281-476-6203 fax**  
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**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):

\_\_\_\_\_ **Cocktails/Awaiting arrival** of Bride and Groom. (Time: \_\_\_\_\_ pm/am)  
 \_\_\_\_\_ **Other Entertainment.** (Circle One) Mariachi Vocal Soloist Musical Soloist/Group (name) \_\_\_\_\_ (Time: \_\_\_\_\_ pm/am)  
 Serenade Bride and Groom Yes/No Song Selection: \_\_\_\_\_  
 \_\_\_\_\_ **Entrance of the Wedding Party.** Please list sequence in prior page or make a separate list prior to event. (Time: \_\_\_\_\_ pm/am)  
 \_\_\_\_\_ **Entrance of the Bride and Groom.** Introduce couple as " \_\_\_\_\_ ." (Time: \_\_\_\_\_ pm/am)  
 \_\_\_\_\_ **Bless the food.** (Circle One) Priest Minister Rev Pastor Deacon Mr. Mrs. (name) \_\_\_\_\_ (Time: \_\_\_\_\_ pm/am)  
 \_\_\_\_\_ **Food** (Circle One) Buffet Sit Down (Time: \_\_\_\_\_ pm/am)  
 Bride and Groom will (Circle One) Be Served Start Buffet Line Followed by Wedding Party, Immediate Family and Guests.  
 \_\_\_\_\_ **Table to Table** visit by the Bride and Groom with the Photographer. (Time: \_\_\_\_\_ pm/am)  
 \_\_\_\_\_ **Announce the cutting of the cake(s).** (Circle One) Invite guest to cake table Private Photos. (Time: \_\_\_\_\_ pm/am)  
 Song Selection: \_\_\_\_\_  
 \_\_\_\_\_ **Cake cutting and photos.** Song Selection: \_\_\_\_\_