

Wedding Planner

This planner is designed to insure that your reception proceeds smoothly and according to your plans. Our staff will go over your responses to help personalize your wedding day. **THIS FORM MUST BE COMPLETED AND RETURNED TO OUR OFFICE 3 WEEKS PRIOR TO YOUR WEDDING.**

BRIDE'S NAME:	GROOM'S NAME:	
DATE OF WEDDING:	TIMES:	
LOCATION:		

Ceremony Schedule

BACKGROUND MUSIC BEGINS
 FAMILY SEATS
 BRIDESMAIDS INTRO
 BRIDE PROCESSIONAL
 BRIDE RECESSIONAL

RECEPTION SCHEDULE OF EVENTS

The following is a list of traditional events that take place at a wedding reception in their traditional order. Should you wish to deviate from this order, please number each event in the order it will occur.

ORDER	DESCRIPTION OF EVENTS
1	Introduction of the Wedding Party
2	First Dance (Wedding Party to Join in (Yes/No)
3	Bride & Father Dance
4	Groom & Mother Dance
5	Toast given by:
6	Dinner Blessing:
7	Buffet Opens
8	Reception Music Begins: See list below
9	Cake Cutting
10	Bouquet and Garter

11	Last Dance
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BRIDAL PARTY: This is the traditional introduction order. Please fill in the following names, as you would like them announced.

Parents of the Bride:		
Parents of the Groom:		
Bridemaids	Escorted by	Groomsmen
1 2 3 4 5 6 7 8 9 10		
Maid/ Matron of Honor	Best Man	
Bride & Groom:		

RECEPTION MUSIC REQUESTS		FOR OFFICE USE ONLY	
SONG TITLE	ARTIST / GROUP	CD	TRACK #

DEDICATIONS, SPECIAL INSTRUCTIONS, ANNOUNCEMENTS

FACILITY CONTACT PERSON:
WEDDING COORDINATOR:
LIGHTING:
PHOTOGRAPHER: