



**Wedding Reception Planner**

Date sent in : \_\_\_\_\_

Band: \_\_\_\_\_

Clients Name: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Address: \_\_\_\_\_

**Reception Information**

Date: \_\_\_\_\_ Reception For: \_\_\_\_\_

Bride and Groom Names

Location: \_\_\_\_\_

Contact name at venue: \_\_\_\_\_ Phone \_\_\_\_\_

Band Set up time: \_\_\_\_\_ Guests Arrival Time: \_\_\_\_\_

Cocktail Start Time: \_\_\_\_\_ Cocktail End Time: \_\_\_\_\_

Dinner Start Time: \_\_\_\_\_ Dinner End Time: \_\_\_\_\_

Dance Start Time: \_\_\_\_\_ Dance End Time: \_\_\_\_\_

Time for Introductions: \_\_\_\_\_

**Speeches**

Father:	Yes	No
Mother:	Yes	No
Bride:	Yes	No
Groom:	Yes	No
Other:	Yes	No

**Wedding Party Introduction Names**

_____
_____
_____
_____

circle one

Bouquet Toss ? Yes/ No

male

Garter Toss ? Yes/ No

female

The New Mr. (Dr.) and Mrs. (Dr.) \_\_\_\_\_

**Special Requests**

Bride/Groom First Dance: \_\_\_\_\_

Father/Bride Dance: \_\_\_\_\_

Mother/Groom Dance: \_\_\_\_\_

Bridal Party Dance: \_\_\_\_\_

if we are to learn a special song, please submit no less that 8 weeks prior

Band Attire: Tuxedos or Casual Dress \_\_\_\_\_

Will Provisions for Band be Provided: \_\_\_\_\_

(I.E. table, beverages, food, ect. Please specify)

**Misc. Notes**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_