

# Phoenix Entertainment

## Wedding reception coordination sheet

Because of our experience, and the fact that some people are not familiar with the proper order or characteristics of a wedding reception, we have provided this worksheet for your planning. Each event will be arranged and announced for you in a professional manner. The format below is recommended for most receptions. We will attempt to coordinate all activities with other vendors so you can enjoy the celebration. Please remember that this is only a guide and can be altered in any way to fit your requirements. Background music will be started when your guests begin to arrive and continue until the last dance.

We would like you to supply the requested information below to assist us in organizing your reception with a personal touch. We will contact the persons and/or businesses to help coordinate everything for you. Once this is done, you can relax and enjoy the fun.

|              |  |
|--------------|--|
| Bride's Name |  |
| Groom's Name |  |

|                      |  |
|----------------------|--|
| Wedding Date         |  |
| Ceremony Start Time  |  |
| Reception Start Time |  |
| Reception End Time   |  |

1. Will the wedding ceremony be at the same location as the reception?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Would you like ceremony music?

Yes \_\_\_\_\_ No \_\_\_\_\_

|                |  |
|----------------|--|
| Party Entrance |  |
| Processional   |  |
| Unity Candle   |  |
| Recessional    |  |

### RECEPTION INFORMATION:

3. Will you have a receiving line?

Yes \_\_\_\_\_ No \_\_\_\_\_

At church \_\_\_\_\_ At reception \_\_\_\_\_

4. Introduction: Parents, bridal party and bride and groom are introduced into the room. Please fill out the names exactly how they are to be introduced.

**Bride's Parents**

|        |  |
|--------|--|
| Mother |  |
|        |  |
| Father |  |
|        |  |

**Groom's Parents**

|        |  |
|--------|--|
| Mother |  |
|        |  |
| Father |  |
|        |  |

Groomsmen

Bride's Maids

|  |  |
|--|--|
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

|              |                |
|--------------|----------------|
| Flower Girl: | Ring Bearer:   |
| Flower Girl: | Ring Bearer:   |
|              |                |
|              |                |
| Any Others   |                |
|              |                |
|              |                |
| Best Man:    | Maid of Honor: |

|  |
|--|
| Bride and Groom(This is how you will be introduced): |
|  |

Introduction Song: \_\_\_\_\_

5. Will there be a cocktail/social period before meal?

Yes \_\_\_\_\_ No \_\_\_\_\_

Music preference (light rock, jazz, etc.) \_\_\_\_\_

6. Toast: Before meal \_\_\_\_\_ After meal \_\_\_\_\_ Other \_\_\_\_\_

Best Man Yes \_\_\_\_\_ No \_\_\_\_\_

Maid of Honor Yes \_\_\_\_\_ No \_\_\_\_\_

Others \_\_\_\_\_

Would you like to open the floor up to anyone who wants to say something?

Yes \_\_\_\_\_ No \_\_\_\_\_

7. Will there be a benediction (blessing) before the meal? Yes \_\_\_\_\_ No \_\_\_\_\_

Given By: \_\_\_\_\_

8. Meal type: (buffet, sit down, etc) \_\_\_\_\_

9. First dance: Bride and Groom alone: Yes \_\_\_\_\_ No \_\_\_\_\_

Before meal: Yes \_\_\_\_\_ No \_\_\_\_\_

First dance song: \_\_\_\_\_

10. Family Dance: this is where the bride dances with her father (or whoever gave her away) and the Groom dances with his mother.

Father/Daughter Dance Yes \_\_\_\_\_ No \_\_\_\_\_

Song: \_\_\_\_\_

Mother/Son Dance Yes \_\_\_\_\_ No \_\_\_\_\_

Song: \_\_\_\_\_

11. Money Dance: Yes \_\_\_\_\_ No \_\_\_\_\_

12. Cake Cutting: Yes \_\_\_\_\_ No \_\_\_\_\_

Song: \_\_\_\_\_

13. Bouquet and Garter Toss (usually done while cake is being cut).

Bouquet Toss Song: \_\_\_\_\_

Garter Remove Song: \_\_\_\_\_

Garter Toss Song: \_\_\_\_\_

14. Last Dance:

Song: \_\_\_\_\_

Special Guests To Be Recognized: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



