

The Exclusives Wedding Reception • Event Overview

Please print & return at least four (4) weeks prior to your event. The following activities will be coordinated with your caterer, photographer, videographer, etc. Filling out this form accurately and completely will insure a fun and smoothly orchestrated event.

General:

Wedding Date _____ Hours Performing: Cocktail _____ - _____ Reception _____ - _____

Venue _____ Room _____

Address _____ City _____

Phone _____ Website _____

Coordination:

Y N Photographer _____ Phone # _____

Y N Videographer _____ Phone # _____

Y N Wedding Coordinator _____ Phone # _____

Y N Catering Manager _____ Phone # _____

Reception:

For your guest's comfort, provide ample space between entertainer's equipment and dining tables. If outdoors, provide a platform or cement area away from any water. If outdoor-daytime, shade must be provided. If evening-outdoors, please provide covering/shelter away from dampness and/or dew.

Number of guests _____ Approximate age range of guests _____

Entertainer's attire _____ Formal tuxedo _____ Jacket/tie _____ Other _____

Y N Are parking fees involved? If so, arrangements must be made to have fees validated for entertainers.

Y N Will entertainers perform on the same level through which they enter with their equipment? If not, is there a service elevator or public elevator available? Yes ___ No ___ (Additional loading fees may apply)

Y N Will entertainers be invited to eat during their break?

Cocktail Hour:

Room location of Cocktail Hour? _____ Guests' arrival time _____ Cocktail ending time _____

Preferable music _____ (i.e.: Jazz, Classical, Pop, or TBD by entertainer)

Receiving Line:

Y N Will you have a receiving line? When? _____ Where? _____

Y N if no, would you like us to announce that you'll visit guests at their tables.

The Blessing:

Y N Blessing before meal? Blessing done by _____

Other: (slide presentation, speech, special activity, etc.)

What? _____ When? _____

Signed _____ Print Name _____ Date _____

Grand Entrance • seq. # _____ • approx. time _____

Provide names (*spell phonetically*) in this order for announcement of Grand Entrance.
Please verify your wedding planner will have a copy of this list.

Flower Girl:

Ring Bearer:

Bride's Maid:

Usher:

Maid / Matron (*if married*) of Honor:

Best Man:

Parents of Bride: _____

Parents of Groom: _____

Bride & Groom: (guests stand)

“ladies & Gentlemen Please welcome the new bride & groom...”

Mr. & Mrs. _____ & _____

First Dance(s) • seq. # _____ • approx. time _____

Y N First Dance?:

Title _____ Artist _____

Y N Invite Parents?:

Title _____ Artist _____

Y N Father / Daughter Dance?:

Title _____ Artist _____

Bride's Father introduced as _____

Y N Mother / Son Dance?:

Title _____ Artist _____

Groom's Mother introduced as _____

Y N Invite Bridal Party?:

Title _____ Artist _____

Y N Invite Everyone?:

Title _____ Artist _____

Title _____ Artist _____

Title _____ Artist _____

Toast(s) • seq. # _____ • approx. time _____

Y N Toast announced:

By _____ Relationship _____

Y N Formally introduced? When?

_____ At end of Grand Entrance _____ During Dinner (*preferable during salads*)

_____ Before First Dance(s) _____ After First Dance(s)

_____ During Cake Cutting _____ Other _____

Toast Details:

Y N Champagne or wine will be provided for all guests?

Y N Champagne or wine will be provided for bride & groom only?

Y N Would you like an open mike available for those who wish to make a toast?

Y N Additional guests to be introduced to toast the bride & groom:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Other Reception Event(s)

Y N Announce cake cutting? When? _____

Y N Throwing of the bouquet? (Usually follows cake cutting) When? _____

Y N Throwing of the garter? (Usually follows bouquet toss) When? _____

Y N Money Dance? When? _____

Other Announcements:

Y N Special announcements (eg: out-of-town guests, birthdays, anniversaries, etc.)

Name(s) of guest(s) who traveled the furthest to attend the wedding:

_____ from where? _____

Youngest _____ Age _____ Oldest _____ Age _____

Couple who has their wedding anniversary closest to this day _____

Any engaged couples? _____ Date _____

Married the longest _____ Years _____

Most recently married _____

Notes/Other:
