

WEDDING PLANNING · PART 2 OF 2

Wedding Reception Planner

This planner helps us run your reception exactly the way you picture it. Fill in what you know and leave the rest blank. Please return it at least 30 days before your wedding.

1. Reception Details

WEDDING DATE	RECEPTION START	RECEPTION END	TOTAL HOURS

VENUE NAME & ADDRESS

2. The Couple

PARTNER 1 NAME	PARTNER 2 NAME

PHONE	EMAIL	HOW TO ANNOUNCE YOU (E.G., "MR. & MRS. SMITH")

3. Key Contacts

PLANNER / COORDINATOR	PHONE

MAID / MATRON OF HONOR	PHONE

BEST MAN	PHONE

4. Reception Timeline & Songs

Add a time and song for each moment you want. Cross out anything you are skipping.

MOMENT	TIME	SONG & ARTIST / NOTES
Guest arrival / cocktail hour		
Wedding party entrance		
Couple's entrance		

First dance		
Toasts & speeches (who is speaking)		
Dinner service		
Parent dance 1 (e.g., bride & father)		
Parent dance 2 (e.g., groom & mother)		
Wedding party dance		
Cake cutting		
Open dance floor		
Bouquet toss		
Garter toss		
Last dance		
Couple's departure		

5. Your Music

MUST-PLAY SONGS

1. SONG & ARTIST

2. SONG & ARTIST

3. SONG & ARTIST

4. SONG & ARTIST

5. SONG & ARTIST

6. SONG & ARTIST

7. SONG & ARTIST

8. SONG & ARTIST

9. SONG & ARTIST

10. SONG & ARTIST

DO-NOT-PLAY SONGS

1. SONG OR ARTIST

2. SONG OR ARTIST

3. SONG OR ARTIST

MUSIC GUIDELINES

☐ Clean (radio) versions only

☐ Guest requests welcome

☐ Guest requests by approval only

☐ No line dances

FAVORITE GENRES, ERAS OR ARTISTS

6. Final Details

ANNOUNCEMENTS NEEDED

SPECIAL REQUESTS

BACKUP PLAN FOR AN OUTDOOR RECEPTION