



Wedding Reception Fact Sheet - page 1

Wedding Date: _____ Number of guests: _____

Bride's Maiden Name: _____

Groom's Name: _____

INTRODUCTIONS:

Music:

Parents of the Bride:

Parents of the Groom:

Flower Girl: _____ Ring Bearer:

Bridesmaids

Groomsmen

Maid or Matron of Honor:

Best Man:

Music:

Bride & Groom: Mr. &
Mrs.

Who is your caterer? _____ Buffet ___ Sit-down
meal ___

Still photographer? Yes ___ No ___
Who? _____

Video photographer? Yes ___ No ___
Who? _____

PLEASE RETURN NO LATER THAN 30 DAYS PRIOR TO YOUR WEDDING DATE

CELEBRATION PRODUCTIONS

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FORMALITIES:

Prayer before dinner? Yes ___ No ___ By Whom? _____

Toasts: Before Dinner _____ After Dinner _____

Best Man? Yes ___ No ___ Maid/Matron of Honor? Yes ___ No ___

Any other toasts? Yes ___ No ___ By whom? _____

Will champagne be served for the toast? Yes ___ No ___

If champagne is being served, check who will receive:

Everyone? Yes ___ No ___ Head table only? Yes ___ No ___

Bride and Groom only? Yes ___ No ___

Dances:

First Dance Music/Song: _____

First Dance after introductions ___ after dinner ___?

Bride & Father dance? Yes ___ No ___ Music: _____

Groom & Mother dance? Yes ___ No ___ Music: _____

Opposite Parent dance? Yes ___ No ___ Music: _____

Bridal Party dance? Yes ___ No ___ Music: _____

Parent and bridal dances after introductions ___ after dinner ___?

Other:

Cut the cake? Yes ___ No ___ Music: _____

At the end of dinner? _____ Delay for 30-40 mins. ___?

Bouquet & Garter? Yes ___ No ___ Over 16 only? Yes ___ No ___

Music: Take garter off _____

Garter Toss _____

Bouquet Toss _____

Groom switch? Yes _____ No _____

Garter Back On? Yes _____ No _____ Music: _____

Longest Married Couple Dance Yes ___ No ___ Music: _____

(Usually done in place of Bouquet and Garter)

Teddy Bear Toss? Yes _____ No _____

Dollar Dance? Yes _____ No _____ Music: _____

Shoe Game _____ Who will provide the questions? _____

CELEBRATION PRODUCTIONS

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MIXERS:

Mixers are songs that involve audience participation and get people up dancing. Which of the following songs are OK to play?

Conga _____ Locomotion _____ Da Train _____ Hot Hot Hot _____ YMCA _____

Chicken Dance _____ Hokey Pokey _____ Macarena _____ The Wobble _____

Electric Slide _____ Cha Cha Slide _____ The Git Up _____

Cupid Shuffle _____ Boot Scootin' Boogie _____ Watermelon Crawl _____

Other line dances _____

MISC.

Any other special dance requests? _____

Any types of music or specific songs you absolutely DON'T want?

Are there any other special announcements? (Birthdays, Special Thanks, Anniversaries, etc.) _____

Other Special Instructions: _____

Are table center pieces going to be given away? Yes ___ No ____

If Yes: Dot/sticker back of name card? Yes ___ No ____

Pass the Desert Fork? Yes ___ No ____

Dot on bottom of chair? Yes ___ No ____

Bride and Groom or family member to give away? Yes ___ No ____

*****PLEASE LIST ANY OTHER SONG REQUESTS ON THE BACK OF THIS SHEET*****