

# Your Wedding Reception Planner

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Entertainment Concepts  
*Making the perfect party a reality*  
978-352-4448 or 617-966-3693  
[www.entertainmentconceptsna.com](http://www.entertainmentconceptsna.com)

## Wedding Information

Name: \_\_\_\_\_ (Bride) \_\_\_\_\_ (Groom)

Primary contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Wedding Date: \_\_\_\_\_  
(mm/dd/year)

Location and time of ceremony: \_\_\_\_\_

Are you having a  ceremony or  mass ?

Location and time of reception: \_\_\_\_\_

Distance from ceremony site to reception: \_\_\_\_\_

Reception contact: \_\_\_\_\_

Where will you require our services: *Please circle all that apply*

Ceremony                      Cocktail Hour                      Reception

Please indicate what services you will require at the ceremony

Music                       Audio                       Direction

Will there be a receiving line?     At the ceremony site     At the reception site     No receiving line

Formal pictures be taken at:     function facility     other location *please describe* \_\_\_\_\_

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

Other vendors: \_\_\_\_\_

\_\_\_\_\_

### Wedding Party & Other Announcements

Please enter the following names **IN ORDER** and pair them exactly as they are to be announced. Add explanatory notes below, if necessary. Thank you.

Although grandparents can be introduced as part of the bridal party, they are usually acknowledged at their tables before introductions. Please indicate your preference.

Acknowledge  Introduce

Grandparents of the Bride: \_\_\_\_\_

Grandparents of the Groom: \_\_\_\_\_

*\*If parents are divorced, please indicate individual parents with escorts.*

Parents of the Bride: \_\_\_\_\_

\_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

\_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Bridesmaids	Ushers
Maid/Matron of Honor	Best Man

Bride and Groom's First Name/Nickname \_\_\_\_\_ and \_\_\_\_\_

Bride and Groom formal title: (Mr. and Mrs.) \_\_\_\_\_

**Wedding Party & Other Announcements cont'd**

Name of person to give the blessing \_\_\_\_\_

Name of person (s) to give toast \_\_\_\_\_

Additional information: \_\_\_\_\_  
\_\_\_\_\_**Special Dances**Will you have a first dance?  Yes  No

When would you like it to take place: \_\_\_\_\_

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

Will bridal party join in?  Yes  NoIf no, would you like a bridal party dance?  Yes  No

When would you like it to take place: \_\_\_\_\_

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

Will the bride dance with her father?  Yes  No Father's name: \_\_\_\_\_

When would you like it to take place: \_\_\_\_\_

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

Will the groom dance with his mother?  Yes  No Mother's name: \_\_\_\_\_

When would you like it to take place: \_\_\_\_\_

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

Will there be a cake cutting ceremony?  Yes  No

Do you have a special song for cake cutting? \_\_\_\_\_

To take place  Before dinner  After dinner  After first dance  Other, please specify \_\_\_\_\_  
\_\_\_\_\_

Please choose cake cutting style that suits you best:

 Low key, no announcement  Minimal announcement  Fun interactive scenario

### Bouquet and Garter

Will the bride and groom be throwing:  bouquet, when \_\_\_\_\_ and/or  garter when \_\_\_\_\_

Would you like the garter recipient to place the garter on the leg of the bouquet recipient?  Yes  No

### Other Activities

Do you wish the Centerpieces to be given away?  Yes  No

Special instructions and timing \_\_\_\_\_  
\_\_\_\_\_

Would you like us to offer a unique option for giving them away?  Yes  No

Are there any special birthdays or anniversaries that you would like announced?  Yes  No

If yes, please specify name of person and occasion \_\_\_\_\_

Other special requests or activities \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Closing

Will the bride and groom be changing before going away?  Yes  No

Will your last dance be to the same song as your first dance?  Yes  No

If no, please indicate last dance song selection \_\_\_\_\_

Are you going on a honeymoon?  Yes  No If yes, please specify where \_\_\_\_\_

Future contact info for Bride and Groom (if different from first page):

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

City, State, Zip \_\_\_\_\_



Please **DO NOT** play these songs at my wedding:

Song	Artist

**Additional comments:**