

Wedding Reception Agenda Planning Form

This form is to be used for planning the details of the reception. If you are also interested in planning the wedding ceremony, go to that form. Please complete as much of this form as you can, take a photocopy for yourself, then fax it back to our office approximately three weeks before the wedding. Please print clearly and include all information that is applicable. Please complete all sections.

If something listed below is not applicable, designate by writing "N/A" in that space. Also, please add any pertinent details that we will need to know.

Bride's name _____ Groom's name _____

Mailing Address: _____

Bride phone: (evening) _____ Groom's phone (evening) _____

(day phone) _____ (day phone) _____

Bride's e-mail: _____

Groom's e-mail: _____

Date of wedding reception: _____

First guests expected to arrive at the reception at what time? _____

Bride and Groom expected to arrive at the reception at what time? _____

Reception planned on ending at what time? _____

Location of Reception: _____

Directions: _____

Host/Hostess, Function Manager, or point of contact for the Reception: _____ Phone: _____

Wedding Coordinator _____ Phone: _____

Photographer _____ Phone: _____

Videographer _____ Phone: _____

Number of People Attending: _____ Predominant Age Range: _____

General type of *Music* that you would like at the reception: _____

Describe the type of *Atmosphere* that you would like at the reception: _____

Bride's favorite radio station(s): _____ Groom's favorite radio station(s): _____

Tell us about things that you have seen at other receptions that you definitely DO NOT WANT at your reception (e.g., things you thought were too "cheesy," not in good taste, things that made you roll your eyes and say to yourself, "I don't EVER want something like that at MY reception!", etc.): _____

Preference for music playing as guests are arriving at the reception:

- smooth jazz; easy listening “sophisticated” jazz (This is our recommended format: Frank Sinatra, Ella Fitzgerald, Tony Bennett, combined with some jazz quartet standards, etc.); soft vocals; big band; classical;
 other: _____

Introduction music: We recommend and normally play a fun, up-tempo Big Band medley song for introductions. Is this what you would like, or is there another special song that you would rather us play while introducing the wedding party?

- Big Band medley, or other: _____

We recommend then playing a high-energy song as the Bride and Groom enter as a way of getting all the guests standing, applauding, and starting off the reception on a high note. Do you have a preference for the music to be played for this or would you prefer to trust Leo's judgment as to what might best fit the environment and atmosphere based on your preferences? _____

Please fill in the following information in the order that they are to be introduced and write the names phonetically (don't worry, nobody will check your spelling!). This is generally the order in which introductions are done but we can certainly re-order this to your wishes if you would like:

Parents of the Bride: _____

Parents of the Groom: _____

Grandparents: _____

Flower Girl(s): _____

Ring Bearer(s): _____

Groomsmen and Bridesmaids as they are to be coupled and as they are to be introduced. Also note any special designations that you would like us to announce as well, e.g., “Bridesmaid and Sister of the Bride...”

Bridesmaid: _____
and
Groomsman: _____

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Bridesmaid: _____

and

Groomsman: _____

(If there are additional attendants, please check here and continue on the back or a separate sheet). More on back

Best Man: _____

Maid/ Matron of Honor: _____

(Please circle one – Maid of Honor if she is single; Matron of Honor if she is married)

Bride and Groom to be introduced as: “MR. And MRS.

”

Bride and Groom referred to informally by friends and family as: Bride: _____ Groom: _____

Bride and Groom will: go into their first dance; go to form a receiving line; be seated and have the first dance later (If so, when?)

Song for the Bride and Groom’s first dance: _____

- We would like to dance to the entire song by ourselves.
- We would like to dance, by ourselves, to only part of the song then fade it out when appropriate.
- We would like the wedding party to join us part way through the song.
- We would like all the guests to join us part way through the song.

[Tip: We then recommend waiting on any other dances (for example, dances with the parents) until later. Too many of the "traditional" dances in a row tend to all blend together.]

If you are planning on having someone offer a "Welcome," immediately following the first dance is an ideal time to do this.

Will a "Welcome" be offered? Yes No. If Yes, by whom? _____

If you are planning on having someone offer a blessing before the food is served, we recommend having the blessing

offered at this point. Will a "Blessing" be offered? Yes No. If Yes, by whom? _____

Will food be served to the guests? Yes; No Format: buffet; plated meal; hors d’oeuvres only; food stations;
 other: _____

Preference for dinner music: smooth jazz; easy listening “sophisticated” jazz (Frank Sinatra, Ella Fitzgerald, Tony Bennett, etc.); soft vocals; big band; classical; other: _____

Will the centerpieces be given away? Yes; No If yes, would you like Leo to coordinate this? Yes; No

Towards the tail end of the meal, we recommend having the toasts, followed by the cutting of the cake, followed by any dances with parents, telling "Your Love Story," and then opening up the dance floor for all the guests.

Will a toast (or toasts) be offered? Yes; No

If yes, by whom: _____

When will the toast(s) be offered?__

Will there be a cake-cutting ceremony? Yes; No If yes, when? immediately after the toasts; later in the reception;
 other: _____

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What type of music would you like to be played during the cake-cutting? (check one)

Background music alone (e.g., smooth jazz or soft love song);

Other options: "Love & Marriage" by Frank Sinatra; "Wink And A Smile" by Harry Connick, Jr.; "L-O-V-E" by Nat King Cole; "When I'm Sixty-Four" by the Beatles; "How Sweet It Is To Be Loved By You" by James Taylor or Marvin Gaye; "Chapel of Love" by the Dixie Cups; "Sugar, Sugar" by the Archies; "Recipe of Love" by Harry Connick, Jr.; other _____

Will there be a Groom's Cake to cut as well? Yes; No

If yes, continue with the same music above or is there a preference for different music you would like playing

during this? Same music as above; Different song: _____

Will the Bride dance with her father or other appropriate individual? Yes; No

If yes, to what song?

Name of person: _____ Relation: _____

Will the Groom dance with his mother or other appropriate individual? Yes; No

If yes, to what song?

Name of person: _____ Relation: _____

Please list any announcements that you would like us to make or special songs, by title and artist, that you would like to have played and for what occasion if applicable (e.g., birthdays; anniversaries; parents' wedding song; grandparents' wedding song; a special song for another newly married couple; etc.) _____

Are there any songs or types of music that you do NOT want played? _____

Would you like this special dance for all of the married couples, and through the song determining the longest married couple?

Yes; No

If yes, will the Bride and Groom be presenting anything to this longest married couple? _____

Is there a special song that you wish to be played during this song? "Through The Years" by Kenny Rogers; "Remember When" by Alan Jackson; "Unforgettable" by Natalie Cole & Nat King Cole; "I Cross My Heart" by George Strait; "Because You Loved Me" by Celine Dion; "When I Said I Do" by Clint Black; other: _____

Will the Bride be throwing her bouquet? Yes; No If yes, when: _____

Will there be a "throw bouquet" or will the bride throw her bouquet from the ceremony? Separate "throw bouquet";

Bride's ceremony bouquet

Where will the bouquet to be thrown be (so that Leo can retrieve that at the appropriate time)?

At the cake table; Will be provided to DJ by event staff

Will the Groom be throwing the garter? Yes; No If yes, when: _____

Man who catches the garter to put the garter on the leg of the woman who catches the bouquet? Yes; No

Song for the Bride and Groom's last dance: _____

We would like to dance our last dance by ourselves:

We would like to have everyone join us on the floor for the "last dance."

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No special last dance for the Bride and Groom – just end the reception with one last song for everyone.

As you go around the circle to say good-bye, is there a special song that you would like to have played? Here are some ideas:

- “That’s What Friends are For” by Dionne Warwick;
- “Friends” by Michael W. Smith;
- “You’ve Got A Friend” by James Taylor;
- “Georgia on My Mind” by Ray Charles;
- “Stay” by Jackson Browne;
- “Hit The Road Jack” by Ray Charles;
- “Happy Trails” by Roy Rogers (or Van Halen);
- “I Will Be Your Friend” by Amy Grant;
- “Circle Of Friends” by Point of Grace;
- “Is This Love” by Bob Marley;
- “This Will Be (an Everlasting Love)” by Natalie Cole;
- “Kind and Generous” by Natalie Merchant ("I want to thank you, thank you...");
- “Jamaican Farewell” by Jimmy Buffett;
- other: _____

When the bride and groom depart, will there be bubbles, sparklers, flower petals, birdseed, other _____; None ?

Will the Bride and Groom be honeymooning? Yes; No If yes, where? _____

Agenda

It is our goal to make sure that we have a full understanding of how we best cater our services to what you would like at your reception. Therefore, we would like to have you write out the scheduled agenda of what is going to be happening and in the specific order. This way, by planning and going over all the details ahead of time, you can relax and enjoy yourselves at the reception, knowing that we will have it all under control. We will coordinate this information with the function manager, photographer, videographer, etc. to make sure that everything flows smoothly.

Possible events – what things might you want to consider when sketching out the agenda below? Our recommended structure is:

- Bride and Groom finish taking pictures while guests arrive at the reception;
- Cocktail hour;
- Introduction of parents, wedding party, the bride and groom;
- First dance of bride and groom
- Welcome;
- Blessing;
- Service of food;
- Guests singing "Love songs" to get the bride and groom to kiss during the dining time;
- Bride and groom greet guests by visiting tables;
- Toasts;
- Cutting the cake;

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If there are any other instructions or special announcements (e.g., birthdays, anniversaries, etc.) to be made, please note the details on this page. Finally and most importantly, *have FUN together* planning your special day! We are honored to be part of it and will do everything possible to make sure that you, your friends, and family have a wonderful time!

Bride and Groom's future address: _____

_____ Phone: _____