

Wedding Celebrations!

WEDDING RECEPTION CHECKLIST Before the Wedding Day

- Bride and Groom's Names
- Bride and Groom's Contact Information
- Bride and Groom's Reception Priorities
- Bride and Groom's Background Information
- Bride and Groom's Likes and Dislikes
- Bride and Groom's Future Plans

- Reception Times
- Reception Site Address and Driving Directions
- Reception Site Coordinator and Contact Information
- Reception Site Physical Layout
- Reception Site Electrical Layout

- Photographer Name and Contact Information
- Videographer Name and Contact Information
- Caterer Name and Contact Information

- Reception Sound Reinforcement Requirements determined
- Reception Lighting Requirements defined

- Welcome written
- Welcome rehearsed

- Cocktail Time Music selected
- Cocktail Time Features and/or Activities planned

- Names of Wedding Party Phonetically Spelled
- Order of Grand Entrance Introductions defined
- Music for Grand Entrance selected
- Music for Grand Entrance adjusted or edited
- Grand Entrance Introductions written
- Grand Entrance rehearsed

- Name of Person giving a Blessing Phonetically Spelled

- Music for Mealtime selected

- Mealtime Features and/or Activities planned
- Buffet Line and/or Food Station Procedures defined

- Names of Folks giving a Toast Phonetically Spelled
- Toast Introductions written
- Recordings of specific individuals unable to attend completed

- Music for Special Dances selected
- Voice-over Recordings completed
- Music for Special Dances adjusted or edited

- Party-Start Method determined
- Music for Open Dancing selected
- Music for Open Dancing prepared

- Open Dancing Special Features and/or Activities chosen and planned
- Props and Items for Open Dancing Special Features and/or Activities procured

- Cake Cutting Music selected
- Cake Cutting Ceremony planned
- Garter Removal planned
- Garter Removal Music selected
- Bouquet Toss planned
- Bouquet Toss Music selected

- Last Dance planned
- Last Dance Music selected
- Grand Send-off planned

- All Music and Recordings "play listed" in both performance and backup computers

- Reception Agenda prepared and printed

- Reception Agenda shared with other Vendors