

Wedding Celebrations!

WEDDING RECEPTION CHECKLIST On the Wedding Day

- All required sound and lighting equipment positioned for set up
 - All sound equipment set up in each zone as required
 - Cases and equipment covers properly stored
 - All wires taped or tucked
 - Control of venue lighting established
 - Control of venue sound system established
 - New batteries placed in cordless microphones
 - Music and Microphones sound-checked
 - Screen and projector positioned and tested
 - Lighting Effects set up and tested
 - Reception Agenda and Program Notes placed at console
 - Playlist for cocktail time readied
 - Pen in pocket
 - Required Props and Materials readied and positioned for Cocktail Time, Special Dances, Mealttime Entertainment, Special Presentations, Money Dance, Open Dancing, Garter Ceremony, Last Dance, and Send-off
 - Wedding attire changed into
 - Agenda reviewed with Reception Site Coordinator and other vendors
 - Where Wedding Party will be situated upon arrival prior to Grand Entrance established
 - Grand Entrance route and position of guests for same established
 - Cocktail Music playing as guests arrive.
 - Guests greeted and acquainted with gift table, and seating arrangements
 - Cocktail Time Features and/or Activities implemented
 - Wedding Party greeted upon their arrival, and are situated and refreshed
 - Individual who will be saying the blessing and where they will be seated is identified
 - Guests readied for Grand Entrance
 - Wedding Party positioned and coached for Grand Entrance
 - Guests welcomed
 - Grand entrance implemented
- AGENDA FOLLOWED INTO AND THROUGH MEALTIME
- Bride and Groom are alerted to impending toast and dances with their parents
 - Parents are alerted and readied for Father/Daughter and Mother/Son Dances
 - Individuals giving a toast coached
 - Champagne readied prior to toast
 - Guests informed of impending toasts
 - Cake Cutting paraphernalia on cake table
- AGENDA FOLLOWED INTO AND THROUGH OPEN DANCING
- Best man and/or Maid/Matron of Honor coached for Money Dance
 - Wedding Party is readied for Garter Ceremony
 - Bride's Throwing Bouquet is positioned for Bouquet Toss
- AGENDA FOLLOWED INTO AND THROUGH FINALE