

Wedding Reception Planner

HOST NAME: _____

WEDDING DATE: _____ / _____ / _____

Outlined below is an example of the traditional sequence of events at a wedding reception. Please note in the column marked S/T the preferred Sequence of Events (i.e., 1, 2, 3...) and/or APPROXIMATE event Times (e.g., 3:00pm) for your reception together with names and pronunciations (with phonetic spelling), announcements, acknowledgments, and any notes or special instructions. **CROSS OUT** any events you **DO NOT** wish to perform. Please note this information will be used as a **GUIDELINE** only. Please return this questionnaire together with the Hawaii Sound & Vision song list at least 3 WEEKS PRIOR to your wedding date. * For assistance with appropriate music selection please see our "Wedding Music Suggestion Sheet" at the front of our song list.

S/T	EVENT	SONG	ARTIST	HSV USE
_____	ARRIVAL and SET-UP			
_____	GUESTS begin to arrive	Background Music	N/A	
_____	WEDDING PARTY ENTRANCE (optional)			
_____	GRAND ENTRANCE of BRIDE & GROOM			
	Announced as: _____			

_____	BEST MAN'S TOAST			
	Given by: _____			
_____	MATRON / MAID of HONOR'S TOAST			
	Given by: _____			
_____	TOASTS by other family/friends (optional)			
	Given by: _____			
_____	SEATING and/or SERVING INSTRUCTIONS	PULE (grace) performed by (optional)		
	BUFFET <input type="checkbox"/> or TABLE Service <input type="checkbox"/>			
_____	MEAL (List preferred music genre)			

_____	* FIRST DANCE for Bride & Groom			
_____	* SECOND DANCE with Parents of Bride.....			
	Announce bride's parents using previous page? Yes <input type="checkbox"/> No <input type="checkbox"/>			
	...and then joined by Parents of Groom			
	Announce groom's parents using previous page? Yes <input type="checkbox"/> No <input type="checkbox"/>			
_____	HALFWAY into SECOND DANCE...			
	Joined by Best Man & Maid/Matron of Honor...and then the rest of wedding party invited as PAIRS <input type="checkbox"/> or as a GROUP <input type="checkbox"/>			
_____	THIRD DANCE (GUESTS invited to dance)			
_____	* FATHER / DAUGHTER DANCE (optional)			
_____	* MOTHER / SON DANCE (optional)			
_____	GUESTS are invited to dance			
_____	* CAKE CUTTING - guests gather around			
_____	MONEY / FRIENDSHIP DANCE (optional/slow)			
_____	* BOUQUET TOSS (Single ladies invited to dance floor - countdown)			
_____	* GARTER TOSS (Single men invited to dance floor - countdown)			
_____	GUESTS are invited to dance			
_____	Announcements, birthdays, anniversaries, special guests to be acknowledged, followed by more dancing:			

_____	* LAST DANCE			
	Other SPECIAL INSTRUCTIONS: _____			
