

Wedding Reception Schedule

Name: _____

Wedding Date: _____

Ceremony Location (church, city): _____

Length/Notes: **Starting Time:**

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Ceremony *Anticipated Guest Attendance:* _____

Receiving Line OR Dismissing Pews

Photos *Before OR After Ceremony?*

Drive Time From Church to Reception

Bridal Party Social Hour

Cell Phone # to Contact Bridal Party: _____

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DJ Arrival (*preferred at least 3hrs before reception*)

First Guests Arriving

Photographer Arrival

Dinner Music

Seating Guests

Bride & Groom to Arrive

Cake Cutting

Grand March - DJ Announcement of

Entire Bridal Party OR Just Bride & Groom?

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Prayer

Dinner to be Served

Toast

Special Presentation (*e.g. videos of how couple met*)

Cake Serving

Entertainment - Dance

Tables Needed

| | | |
|-----|----|---------------------------------------|
| yes | no | Guest Book Table |
| yes | no | Gift Table |
| yes | no | Engagement - Photo Tables |
| yes | no | Famiy Photo Table |
| yes | no | Punch Table |
| yes | no | Appetizers - Late Night Snacks |
| yes | no | Cake Table |
| yes | no | Placecard Table |

Additional Information

Are any items being brought from the church to the reception? _____

If so, who will deliver them? _____

Did you want to use our pole & draping? **Y / N**

Will you be having an arch? **Y / N**

Is someone designated to put out placecards? _____

If so, who? _____

Are any items being stored at Country Inn & Suites the week of the wedding?

If so: What? _____

When? _____

Where? _____

****Make sure you have a container labeled with the name of the wedding couple, wedding date, & contact name and phone number ****

Settlement Method

Check/Cash/Credit Card

Card: _____

Number: _____

Exp: _____