

# *A Successful Reception Starts Before Guests Arrive...*

*Although months (maybe even years) are spent planning the specifics of a wedding reception, without careful attention given to the events on the day of the wedding, all prior planning could still result in disaster. In light of this, to create a truly memorable and enjoyable reception, the bridal couple should have at least one couple designated to serve as hosts. Hosts are trusted individuals who oversee vital details the day of the event, which lessen the stress placed on the bride and groom. As you can imagine this is a very special and critical role.*

*Hosts may be chosen from relatives (i.e. cousins, aunts, and uncles), friends of the family, mentors or whoever has been an active part of your lives. When selecting your hosts, think of individuals or couples who are:*

*Punctual*

*Responsible*

*Very Friendly*

*Assertive, when needed*

*Considerate*

*Know you and your finance', and your family well*

## Hosts arrive at the reception prior to the guests and are responsible to:

- ∞ *Serve as the contact for the Event Coordinator to locate specific Family Members and special guests*
- ∞ *Learn how to operate microphones to be used for the prayer before dinner*
- ∞ *Ensure guests sign the guest book*
- ∞ *Direct guests to the place card table, assigned seating, and reserved tables*
- ∞ *Inform guests of the time dinner will be served and direct them to the photograph table, punch, bar and/or appetizers while they wait.*
- ∞ *Transport gifts from the gift table to a secured area designated by the bride and groom*
- ∞ *Inform guests of the restroom and ATM locations if needed*
- ∞ *Responsible to give our catering department a container for the top tier of the wedding cake and place the cake in a second location for the couple to retrieve it later*
- ∞ *Move the bridal party and the wedding guests to their seats for dinner*
- ∞ *Signal the person responsible for the prayer*
- ∞ *Responsible for dismissing tables if there is a buffet dinner*
- ∞ *Hosts responsibilities conclude once dinner is served*

## Keep In Mind

- ∞ *Make sure that you properly thank these special individuals by designating them with a corsage/boutonniere for the day, as well as presenting them with a nice gift of appreciation.*