

wedding reception details

DATE: _____ VENUE: _____

| CONTACTS | NAME | PHONE # |
|----------|------|---------|
|----------|------|---------|

Venue Contact

Photographer

Videographer

MC

| TIMING | FROM | TO |
|--------|------|----|
|--------|------|----|

Cocktails

Speeches & Dinner

Cake Cutting

Dancing / Party

| SPEECHES / READINGS | WHO | APPROX LENGTH |
|---------------------|-----|---------------|
|---------------------|-----|---------------|

Introductions

Grace

Toast to the bride

Toast to the groom

Welcome to the family (bride side)

Welcome to the family (groom side)

Thank yous

Other:

| DANCES | SONG | TIME |
|--------|------|------|
|--------|------|------|

First dance

Father and daughter

Wedding party