

Wedding Reception Timeline

Ceremony starts: _____ Clients: _____ Location: _____ Date: _____ Time: _____

_____ pm – Start Cocktail Music

Reception starts:

_____ pm – Intro of Wedding Party - Song to be played?(YES / NO) Artist: _____ / _____

1. _____ escorted by _____
2. _____ escorted by _____
3. _____ escorted by _____
4. _____ escorted by _____
5. _____ escorted by _____
6. _____ escorted by _____
7. _____ escorted by _____
8. _____ escorted by _____
9. _____ escorted by _____
10. _____ escorted by _____
11. _____ escorted by _____
12. _____ escorted by _____

Separate Bride & Groom intro? ☐ Yes ☐ No If so, song and artist: _____ / _____

At this time it is my pleasure to introduce _____

_____ pm – Request everyone to take their seats. Captains call? (YES / NO) By: US ☐ THEM ☐

_____ pm – Dinner: _____ Type: (BUFFET / SIT DOWN)

_____ pm – Check for _____ to pour champagne? _____

_____ pm – Call for Toast - ☐ Yes ☐ No

_____ pm – Cake Cutting – _____ / _____

_____ pm – First Dance – _____ / _____

_____ pm – Father / Daughter Dance – _____ / _____

_____ pm – Mother / Son Dance – _____ / _____

_____ pm – GAME / OPTION 1 – 15 mins _____

_____ pm – Bouquet Toss – _____ / _____

_____ pm – Garter Pull – _____ / _____

_____ pm – Garter Toss – _____ / _____

_____ pm – GAME / OPTION 2 – 15 mins _____

_____ pm – Open Reception Dance – “Time to Party!!!”

_____ pm – Last call to dance

_____ (AM / PM) – Lights on / Thank everyone for coming / Breakdown

NOTES:



Pre Wedding Checklist

- ☐ Meet with client
- ☐ Client file created
- ☐ Contract signed
- ☐ Deposit check received \$
- ☐ Song list received
- ☐ Reception timeline created
- ☐ Reception timeline approved
- ☐ Facility / logistics surveyed
- ☐ Event arrival time finalized
- ☐ CD's and music ready
- ☐ Apparel prepped for event
- ☐ Cargo trailer loaded
- ☐ Time of departure:

Alternate contact information:

Name:

Number:

Relation:

Authorized by client: _____ Date: _____ Timeline prepared by: _____