

Kline Systems

Wedding Reception Planner

[GENERAL DETAILS]

Date of Wedding: _____

Location of Hall: _____

How many guests expected? _____

Photographer: _____

Videographer: _____

Emergency Contact Numbers: _____

Reception Start Time: _____ Reception Stop Time: _____

Bride & Groom arrival time to reception: _____ Dinner Serve Time: _____

Will you have a receiving line? YES NO

Cake Cutting? Before Dinner (*recommended*) After Dinner Not at All

Song Artist & Title: _____

[INTRODUCTIONS]

Bridal Party Introduction Song Artist & Title: _____

Bride & Groom Introduction Song Artist & Title: _____

Bride & Groom Introduction (*Mr & Mrs. John & Mary Smith*):

Toasts: _____

Grace: _____

Special Introductions (*Grandparents, Godparents, other guests of honor, etc. Those being introduced will simply stand up in place and wave*):

[SPECIAL DANCES]

Bridal Song / First Dance: _____

Bridal Party Song / Second Dance: _____

Maid (single)/Matron (married) of honor:	Best Man:
Bridesmaid #1	Groomsman #1
Bridesmaid #2	Groomsman #2
Bridesmaid #3	Groomsman #3
Bridesmaid #4	Groomsman #4
Bridesmaid #5	Groomsman #5
Bridesmaid #6	Groomsman #6
Jr. Bridesmaid:	Jr. Groomsman:
Jr. Bridesmaid:	Jr. Groomsman:
Flower Girl	Ring Bearer:

Bride's parents married AND together?

YES, Bride's Parents: _____

NO, Bride's Mother _____ **dancing with** _____

Groom's parents married AND together?

YES, Groom's Parents: _____

NO, Groom's Mother _____ **dancing with** _____

Bride dances with Father?

NO **YES, Song Artist & Title:** _____

Groom dances with Mother?

NO **YES, Song Artist & Title:** _____

Bouquet Toss?

NO **YES, Song Artist & Title:** _____

Groom removes garter?

NO **YES, Song Artist & Title:** _____

Groom tosses garter?

NO **YES, Song Artist & Title:** _____

Garter catcher putting garter back on Bride?

NO YES, Song Artist & Title: _____

Dollar Dance(s)?

NO YES, Song Artist & Title: _____

[MUSIC SELECTION]

Style of music for cocktail hour? _____

Typically a mix of jazz, crooners, oldies.

Style of music for dinner? _____

Typically a mix of instrumental jazz to allow guests to speak freely over low music.

SONGS YOU DO NOT WANT PLAYED WHATSOEVER:

SONGS YOU ABSOLUTELY WANT PLAYED THAT YOU HAVEN'T YET CHOSEN IN THIS PLANNER:

