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Wedding Reception Information Sheet

GENERAL INFORMATION

Date of Reception: _____

Location of Reception: _____

Times: Start _____ End _____

Brides Name _____ Contact # _____

Grooms Name _____ Contact # _____

Wedding Planner/Coordinator: _____

Planner/Coordinator Contact #: _____

INTRODUCTIONS & SPEECHES

How would you like to be introduced?

Introduction Song for Bride and Groom: _____

Wedding Party Introduced Y N **If yes, please provide complete list in order.**

Introduction Song for Bridal Party (if applicable): _____

Cake Cutting Y N Song: _____

Welcome Speech/Toast Y N Given by: _____



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Dinner Time: _____

Blessing: Y N Given by: _____

Toasts: Y N How many _____

Given by: _____

DANCES

First Dance: _____

Father/Daughter Dance: _____

Father's Name: _____

Mother/Son Dance: _____

Mother's Name: _____

Special Dances: _____

Special Dances: _____

Bouquet Y N Song Choice: _____

Garter Y N Song Choice: _____

Dollar Dance Y N Song Choice(s): _____

Please fill out the information above and include any other special requests on a separate typed list. Please return this sheet with all music requests or "do not play" requests at least 1 WEEK before your reception. Thank you.