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# Wedding Reception Planner

INSTRUCTIONS FOR THE BAND

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Groom's Name: \_\_\_\_\_

**Will you have introductions?**  Yes – write names below  No – skip down to **Bride & Groom** names

Parents of the Bride: \_\_\_\_\_

Parents of the Groom: \_\_\_\_\_

If stepparents are involved, please indicate how you wish introductions to be handled: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

**Bride & Groom** (Exactly as they wish to be introduced): \_\_\_\_\_

**If you will have traditional dances, please list only those dances that you wish to be included:**

If stepparents are involved in dances, please indicate how you wish dance introductions to be handled: \_\_\_\_\_

Bride & Groom's First Dance

Song title: \_\_\_\_\_ by: \_\_\_\_\_

Bride/Father song: \_\_\_\_\_ by: \_\_\_\_\_

Groom/Mother song \_\_\_\_\_ by: \_\_\_\_\_

Bridal Party song: \_\_\_\_\_ by: \_\_\_\_\_

Other song title: \_\_\_\_\_ by: \_\_\_\_\_

Other song title: \_\_\_\_\_ by: \_\_\_\_\_

**If there will be preplanned toasts, please indicate who will present them and at what point during the reception:**

Who? \_\_\_\_\_ When? \_\_\_\_\_

Who? \_\_\_\_\_ When? \_\_\_\_\_

**Will there be a cake cutting?**  No  Yes When? \_\_\_\_\_

**Bouquet Toss?**  No  Yes When? \_\_\_\_\_

**Garter Toss?**  No  Yes When? \_\_\_\_\_

**At what time and how will the Bride & Groom depart?** \_\_\_\_\_

*We look forward to  
a wonderful event!*

**Please note:** If you have a special song to be played for your "First Dance" that we don't already know, please submit your request 6 weeks prior to the reception