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|  | **Wedding Reception & Ceremony Planner** 301-452-3288mike@mikeblaufeld.com |

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| GENERAL RECEPTION INFORMATION |
| Date Of Wedding  | Number of Guests |
| Brides Name | Grooms Name |
| Brides Email/Phone | Grooms Email/Phone |
| Reception Date | Start/End Time |
| Venue Name & Location |
| On Site Contact Name | On Site Contact Email |
| Photographer Name & Email |
| Videographer Name & Email |

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| BRIDAL PARTY INDRODUCTIONS |
| Please fill in the names of the wedding party if you would like to be introduced. If the pronunciation is not obvious, please show a phonetic spelling. The wedding party is traditionally introduced in the following order, but feel free to re-arrange them if you wish. |
| Parents of the Bride | Parents of the Groom |
| Are the parents to be Introduced with the bridal party? [ ] Yes [ ]  No |
| Flower Girl Name | Ring Bearer Name |
| Bridesmaid | Escorted by | Groomsman |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Name | Name |
| Maid/Matron of Honor | Best Man |
| Bride & Groom to be announced as |
| Name |

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| Reception Schedule with Song Choice(Leave blank if not part of your wedding event) |
| EVENT | Start Time | SONG TITLE | ARTIST |
| Wedding Party Introductions |  |  |  |
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| B&G Entrance Music |  |  |  |
| B&G First Dance |  |  |  |
| Welcome |  | Given by |
| Blessing |  | Given by |
| Toast |  | Given by |
|  | Given by |
|  | Given by |
|  | Given by |
| EVENT | Start Time | SONG TITLE | ARTIST |
| Cake Cutting |  |  |  |
| Father/Daughter Dance |  |  |  |
| Mother/Son Dance |  |  |  |
| Bouquet Toss |  |  |  |
| Garter Toss |  |  |  |
| Last Dance |  |  |  |

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| CEREMONY INFORMATION |
| Location of CeremonyCityPlace | Time of CeremonyStart Time |
| Are we providing ceremony music? [ ] Yes [ ]  No |
| Officiate NameOfficiate Email | Does the Officiate need a microphone?  [ ] Yes [ ]  No |
| Other Details |
| Ceremony Music |
| EVENT | SONG TITLE | ARTIST |
| Bridal Party Processional 1 |  |  |
| Bridal Party Processional 2 |  |  |
| Interlude (Unity Candle) |  |  |
| Brides Processional |  |  |
| Recessional |  |  |

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| NOTES / SPECIAL NOTES / ANNOUNCEMENTS |
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| MUSIC REQUEST  |
| Song Title | Artist Name |
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| DO NOT PLAY LIST |
| Song Title | Artist Name |
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