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|  | **Wedding Reception & Ceremony Planner**  301-452-3288  mike@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 |  |  |  |
|  |  |  |
|  |  |  |
| 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 Ceremony  City  Place | | Time of Ceremony  Start Time | |
| Are we providing ceremony music? Yes  No | | | |
| Officiate Name  Officiate 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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