



Wedding Reception & Ceremony Planner

301-452-3288

mike@mikeblaufeld.com

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	

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? <input type="checkbox"/> Yes <input type="checkbox"/> 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	
Maid/Matron of Honor	Best Man	
Bride & Groom to be announced as		
Name		

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			

CEREMONY INFORMATION	
Location of Ceremony City Place	Time of Ceremony Start Time
Are we providing ceremony music? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Officiate Name Officiate Email	Does the Officiate need a microphone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Other Details	
Ceremony Music	
EVENT	SONG TITLE
Bridal Party Processional 1	
Bridal Party Processional 2	
Interlude (Unity Candle)	
Brides Processional	
Recessional	

