

Your Wedding Reception Details



Please complete as much detail about your wedding plans as possible. If you have something to share, but don't know where it fits, please add these details at the end.

This information will provide me some basic details to get a feel for your event, and to understand what will be involved to make your special day as unforgettable as possible!

basic information

Date of Wedding (DD/MM/YY) ___ / ___ / ___ (circle) Friday Saturday Sunday
 Number of Guests (approx) _____
 Venue Name _____ Venue Phone _____
 Venue Address _____
 Function Manager Name _____
 Reception Time From: _____ To: _____
 Budget for Wedding MC (provide a range) \$ _____ to \$ _____

names of bridal party

Bride _____	Groom _____
Hm Phone _____	Hm Phone _____
Mobile _____	Mobile _____
Bride's Mother _____	Bride's Father _____
Groom's Mother _____	Groom's Father _____
Flower Girl (s) _____	Page Boy(s) _____
Matron/Maid Honour _____	Best Man _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____
Bridesmaid _____	Groomsman _____

Other family / friends involved in bridal party _____

How would you like to be announced (received) by your family and guests?
 We would like to be announced as Mr & Mrs (?) _____

names of professionals

Photographer _____

Videographer _____

Disc Jockey _____

Extras, eg Dancers, Singers, Limo Drivers, etc _____

reception procedure / running sheet

Please detail the order of events during the course of your reception. Or, attach a copy of the running sheet as provided by your venue.

Wedding Ceremony Time _____ Venue _____

Guests arrive for cocktails at _____

Guests will be seated by _____

Are there any special announcements, telegrams, etc? Yes / No

Will there be a signing register, gift table? Yes / No

Will 'grace' be offered before dinner? No / Yes Read by _____

The Bridal Party will enter at _____

The Bride & Groom will enter at _____

Entrée served at _____

Dinner served at _____

Bridal Waltz scheduled at _____

Cake Cutting scheduled at _____

Speeches given at _____

Dancing will commence at _____

Dessert served at _____

Farewell estimated at _____

Will the Bride toss the flowers? Yes / No

Will the Groom get the Garter? Yes / No

All wedding events are unique. Please detail any special events / surprises / traditions / dances, etc that you would like to schedule below:

order of speeches

The speeches are traditionally one of the highlights of a wedding reception. While there is a standard sequence to who speaks when, you are welcome to order your speeches as you choose.

I will assist you and your speech-makers to ensure that their speeches ARE ready.

To this end, please indicate the **order** and **contact details** of the following people whom you have asked to make a speech on your behalf:

Father of the Bride _____ mobile _____ email _____

Father of the Groom _____ mobile _____ email _____

Bridesmaid / Friend _____ mobile _____ email _____

Best Man / Friend _____ mobile _____ email _____

Bride & Groom Respond _____

Please provide the names and contact details of other speech-makers:

other details & arrangements

Please specify anything not already noted above. If you need more room, please add extra pages.

All done? Got any questions?

When you're ready, please send this form to **Mark Collard, 4 Carroll Street, Launching Place VIC 3139** Or, scan and email it to mark@markcollard.com

If you need help, call me on **0413 075 123**.