

Reception & Wedding-Day Planner

12 to 18 months ahead

WHAT TO DECIDE

- Type of reception: formal or informal, indoor or outdoor, intimate/large, etc.
- Guest list (may be different from guest list for ceremony)
- Budget
- Date and time
- Photography
- Videography

WHAT TO RESERVE

- Reception location
- Caterer and/or bar service
- Band, DJ and/or other music
- Transportation
- Photography and video services
- Cake designer
- Florist
- Decorator

If opting for an outdoor reception:

- Consult with outdoor-party specialist; map out plans of the entire site

3 to 6 months ahead

WHAT TO DECIDE

- Choice of menu
- Decor (linen colour, tableware, crystal, etc.)
- Type of food service (buffet, sit-down, etc.)
- Whether to have a dessert table later in the evening
- Type of bar service
- Type of cake
- Type of music during dinner

WHAT TO ORDER

- Bonbonnières for guests
- Gifts for bridal party attendants
- Liquor, wine and beer (if required)
- Stationery: menus, printed napkins, cake boxes or other special paper accessories

If opting for an outdoor reception:

- Dance floor
- Lighting
- Tables, chairs, tents and/or canopies

1 month ahead

WHAT TO DECIDE

- Finalize schedule/shot list for photographer

- Finalize schedule for videographer
- Seating plan
- Speak to band or DJ regarding song list

SCHEDULE FOR RECEPTION

- When head table should be seated
- When and where the receiving line should form
- When and where refreshments should be served
- When first course is served
- When wine or champagne, if any, should be poured in glasses and/or bottles placed on tables
- When bar should open and close for service
- When various toasts and head table introductions should begin
- Who will speak and when
- Order of speakers
- When band or DJ should start the first dance
- When traditional dances reflecting your heritage, such as the Mizinke (a Jewish tribute to the mother and father who have given their last child in marriage), will commence
- List of songs you would like played; especially the first and last dances (plus "don't play" list)

day of...

AT THE BRIDE'S HOME

(Write time in spaces provided)

- _____ Breakfast
- _____ Shower
- _____ Hairstylist
- _____ Makeup
- _____ Maid of honour arrives
- _____ Bridesmaids arrive
- _____ Arrival of flowers at bride's home
- _____ Arrival of flowers at groom's home
- _____ Get dressed
- _____ Photographer/video arrivals
- _____ Photo session begins
- _____ Limousine arrives
- _____ Leave for ceremony

AT THE CEREMONY SITE

(Write time in spaces provided)

- _____ Florist arrives
- _____ Musicians set-up
- _____ Ushers arrive (about 30 minutes before the ceremony to seat guests)
- _____ Groom arrives
- _____ Bridesmaids arrive (five minutes before the ceremony)
- _____ Bride arrives
- _____ Prelude begins
- _____ Parents of the groom are seated
- _____ Mother of the bride is seated
- _____ Processional begins

AT THE RECEPTION SITE

(Write time in spaces provided)

- _____ Guests arrive
- _____ Drinks and hors d'oeuvres served
- _____ Receiving line forms
- _____ Dinner (or other food service) begins
- _____ Champagne and/or wine is served
- _____ Toasts and speeches begin
- _____ Dancing begins
- _____ Limousine arrives for departure
- _____ Depart reception

things to remember

- Marriage licence
- Transfer engagement ring to right hand before ceremony
- Ensure maid of honour (or ring bearer) has groom's ring
- Ensure best man (or ring bearer) has bride's ring
- Ensure best man has payment envelope for ceremony site
- Confirm wedding night accommodations/honeymoon arrangements