

# WEDDING RECEPTION DETAILS

CONTACTS

NAME

PHONE #

Venue Contact

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Photographer

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Videographer

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MC

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TIMING

FROM

TO

Cocktails

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Speeches & Dinner

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Cake Cutting

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Dancing / Party

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SPEECHES / READINGS

WHO

APPROX LENGTH

Introductions

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Toast to the Bride

---

Toast to the Groom

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Welcome to the Family (Bride)

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Welcome to the Family (Groom)

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Thank You

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Other:

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DANCING

SONG

TIME

First Dance

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Father & Daughter

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Wedding Party

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# WEDDING RECEPTION DETAILS

ITEMS REQUIRED	DETAILS
	Seating chart.
	Guest books & pens.
	Card & gift tables.
	Wedding cake.
	Centrepieces & table decor.
	Menus.
	Place cards.
	Wedding favours.
	Caterer and food.
	Bar arrangements.
	Table wine.
	Sound system / music.
	Programs.
	Decorations.
	Lighting.
	Slide show / video setup.
	Written speeches.
	Photo booth & props.
	Tossing bouquet.
	Wedding Garter.