

RECEPTION PLANNER

Encore Elite Entertainment
(913)-269-3028

Wedding Date _____
Wedding Ceremony Location _____ Ceremony Start Time _____
Reception Location _____ Reception Start Time _____
Bride & Groom Arrival To The Reception Time _____ Number of Guests _____

Bride's Name _____ Age _____
Bride's Address _____ City _____ Zip _____
Phone(H) _____ Phone(W) _____ Cell _____
Email _____
Matron / Maid of Honor _____
Phone _____ Email _____

Groom's Name _____ Age _____
Groom's Address _____ City _____ Zip _____
Phone(H) _____ Phone(W) _____ Cell _____
Email _____
Address after wedding _____
Best Man _____
Phone _____ Email _____
Day of Emergency #'s Bride _____ Groom _____
Maid/Matron of Honor _____ Best Man _____
Honeymoon Destination _____

Bride's Parents (Circle all that Apply)

Mother/Step _____ Yrs Married _____ Father/Step _____ Yrs Married _____
Phone _____ Email _____ Phone _____ Email _____
Mother/Step _____ Yrs Married _____ Father/Step _____ Yrs Married _____
Phone _____ Email _____ Phone _____ Email _____

Grand Parents

Names _____ Years Married _____
Names _____ Years Married _____

Groom's Parents (Circle all that Apply)

Mother/Step _____ Yrs Married _____ Father/Step _____ Yrs Married _____
Phone _____ Email _____ Phone _____ Email _____
Mother/Step _____ Yrs Married _____ Father/Step _____ Yrs Married _____
Phone _____ Email _____ Phone _____ Email _____

Grand Parents

Names _____ Years Married _____
Names _____ Years Married _____

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Venue

Name _____ Contact _____ Phone _____
Email _____

Coordinator / Bridal Assistant

Company Name _____ Contact _____ Phone _____
Email _____

Photographer

Company Name _____ Photographer _____ Phone _____
Email _____

Videographer

Company Name _____ Videographer _____ Phone _____
Email _____

Caterer

Company Name _____ Contact _____ Phone _____
Email _____

Cake

Company Name _____ Contact _____ Phone _____
Email _____

Transportation

Company Name _____ Contact _____ Phone _____
Email _____

Officiate

Name _____ Phone _____ Email _____

Greeters / Guest Book Attendant

Name _____ Phone _____ Email _____

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Bridal Party:

| | |
|------------------------------|---------------------|
| Matron / Maid of Honor _____ | Best Man _____ |
| Brides Maid _____ | Groomsman _____ |
| Brides Maid _____ | Groomsman _____ |
| Brides Maid _____ | Groomsman _____ |
| Brides Maid _____ | Groomsman _____ |
| Brides Maid _____ | Groomsman _____ |
| Flower Girl _____ | Ring Bearer _____ |
| Jr. Bridesmaid _____ | Jr. Groomsman _____ |
| Ushers _____ | |

Cocktail Time Yes/No Where _____
Food during cocktail Yes/No _____

Entrance

Entrance of Bridal Party Yes/No _____
If yes Song / Songs _____ Artists _____
Entrance of Bride & Groom Yes/No Announced as _____
Song _____ Artist _____

Greeting / Thank Guests

Groom / Bride / Father of the Bride _____

Dinner

Elite Entertainment
Seating Arrangements, Assigned / Open
Communication of seating Arrangements _____
Person Giving Prayer Before _____
Buffet / Plated Start Time _____

Toasts

Best Man _____ Maid / Matron of Honor _____
Father of the Bride _____ Father of the Groom _____
Others _____
Champagne for: All Guests / Bridal Party / Bride & Groom Only

Cake

Cake Cutting Yes/No _____
Song _____ Artist _____

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Bouquet Toss Yes/No Separate Throwing Bouquet Yes/No Where? _____

Garter Toss Yes/No Bride To Sit on Chair / Best man / Groomsmen
Groom to use FB or Canon

Special Dances

First Dance Song _____ Artist _____

Special Instructions _____

Wedding Party to join 1/2 way through Yes/No

Father / Daughter Dance Song _____ Artist _____

Special Instructions _____

Invite Other Fathers / Daughters to join 1/2 way through Yes/No

Share dance with Mother / Son Yes / No

Mother / Son Dance Song _____ Artist _____

Special Instructions _____

Invite Other Mothers / Sons to join 1/2 way through Yes/No

Parents Dance Song _____ Artist _____

Grandparents included Yes/No

Bridal Party Dance Song _____ Artist _____

Invite Guests to Join Yes/No

Other Special Dance Song _____ Artist _____

Last Song of the Night _____ Artist _____

Special Events

Good Luck Dance / Honeymoon Dance / Dollar Dance Yes/No

Anniversary Dance Yes/No Longest Married _____

Special Requests / Announcements _____

Dedications, Birthdays, Anniversaries, etc. _____

Anything else we should know? _____

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Music

Style of Music During Cocktail Time _____

Style of Music During Dining _____

No Play List _____

Must Play No Matter What List _____

Room Layout



Elite Entertainment