

PARTY UP

Productions

Wedding Reception Information Form

Date: _____ Day: _____ DJ Time: _____

Bride / Groom: _____ Bride / Groom: _____

Best to contact: _____ Phone #: _____ Email: _____

Ceremony Location: _____ Start Time: _____ End Time: _____

Reception Location: _____

Coordinator at Reception: _____ Phone #: _____ Approx # Guests: _____

Photographer: _____ Videographer: _____

DANCE SELECTIONS

First Dance: _____ **Artist:** _____

Have Parents join in? no yes Have Wedding Party join in? no yes

Bride/Groom & Parent's Names: _____

Song Title: _____ **Artist:** _____

Bride/Groom & Parent's Names: _____

Song Title: _____ **Artist:** _____

FORMALITIES

Blessing: no yes Name: _____ Table #: _____

Best Man/MOH's Toast: no yes Name: _____ Relation to Bride/Groom: _____

Best Man/MOH's Toast: no yes Name: _____ Relation to Bride/Groom: _____

Other Toast/Welcoming: no yes Name: _____ Relation: _____

Centerpiece Giveaway: no yes

Cake Cutting: no yes

Anniversary Dance: no yes (in lieu of next four items, you give your bouquet to longest married couple)

Bouquet Toss: no yes

Garter Removal: no yes

Garter Toss: no yes

Garter Placement: no yes (If a minor catches, Placement omitted)

ANY BIRTHDAYS, ANNIVERSARIES, IMPORTANT DETAILS TO INCLUDE

Wedding Party Introductions

GRANDPARENTS

(circle One)

(circle One)

BRIDE / GROOM'S Grand _____ : _____ WALK IN or @TABLE # _____
BRIDE / GROOM'S Grand _____ : _____ WALK IN or @TABLE # _____
BRIDE / GROOM'S Grand _____ : _____ WALK IN or @TABLE # _____
BRIDE / GROOM'S Grand _____ : _____ WALK IN or @TABLE # _____

PARENTS OF THE BRIDE / GROOM

Intro as Host & Hostess? YES NO

Mr. & Mrs.: (father's) _____ and (mother's) _____ (last) _____
(Use the following if divorced, separated, or widowed)
Mother: Mrs. / Ms. _____ esc by: _____ (relation) _____
Father: Mr. _____ escting: _____ (relation) _____

PARENTS OF THE BRIDE / GROOM

Mr. & Mrs.: (father's) _____ and (mother's) _____ (last) _____
_____ (Use the following if divorced, separated, or widowed)
Mother: Mrs. / Ms. _____ esc by: _____ (relation) _____
Father: Mr. _____ escting: _____ (relation) _____
(relation) _____ (Insert Miss / Mrs / Ms)

BRIDAL PARTY

Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Bridesmaid: M____ . _____ esc by: Mr. _____
Jr Bds Maid: Miss _____ Jr Ush Mr. _____
Flower Girl: Miss _____ Ring Br: Mstr _____
Flower Girl: Miss _____ Ring Br: Mstr _____
Maid / Matron: M____ . _____ Ush / Best Man: Mr. _____
Maid / Matron: M____ . _____ Ush / Best Man: Mr. _____

BRIDE / GROOM & BRIDE / GROOM: Mr. / Mrs. and Mrs. / Mr. _____