

# the big day & reception {worksheet 1}

## Things To Do in This Section {Refer to Master Timeline for a Chronological To-Do List}

- Select you officiant or clergy
- Arrange for pre-marital counseling if required by your clergy
- Choose your ceremony participants, readers, greeters, etc.
- Decide on your wedding vows or write your own
- Start working on those wedding day speeches; best man, too!
- Interview and reserve your musicians & soloists
- Select ceremony music and readings
- Confirm the ceremony details with your officiant
- Research and reserve your reception site
- Research and reserve your rehearsal dinner site
- Interview caterers and reserve your favorite; it is a good plan to have an idea of a menu and budget
- Begin planning your rehearsal dinner
- Start planning the menu for your reception
- Reserve any specialty items that you desire, such as tents, chairs or other decorations
- Order any other specialty items that you desire, such as ice sculptures that are not inclusive in your catering package
- Finalize and confirm the menu for your reception
- Set up a seating chart
- Determine if you will have a receiving line and who will stand in it
- Give final number and seating arrangement to the caterer
- Finalize rehearsal dinner plans and order invites

## Rehearsal {Ceremony}

Rehearsal Location	Contact
Officiant/Clergy	
Address	City/State/Zip
Phone	Fax
Website	E-mail
<input type="checkbox"/> Ceremony Rehearsal Date/Time	
<input type="checkbox"/> Remember to Bring	
<input type="checkbox"/> Remember to Tell Attendants About	

# the big day & reception {worksheet 2}

## Rehearsal {Dinner}

Venue	Contact
Phone	Fax
Address	City/State/Zip
Website	E-mail
<input type="checkbox"/> Rehearsal Dinner Date/Time	<input type="checkbox"/> Number of Guests
<input type="checkbox"/> Time Room is Available for Decoration/Entertainment Set-Up	
<input type="checkbox"/> Linens	<input type="checkbox"/> Centerpieces
<input type="checkbox"/> Is Floor Plan Available for Table and Seating Arrangements?	
<input type="checkbox"/> Number of Tables Provided	<input type="checkbox"/> Round <input type="checkbox"/> Long
<input type="checkbox"/> Number of Chairs Provided	<input type="checkbox"/> Number Seated per Table
<input type="checkbox"/> Liquor will be Provided By	<input type="checkbox"/> Bar Hours
<input type="checkbox"/> Parking Availability	<input type="checkbox"/> Self <input type="checkbox"/> Valet
<input type="checkbox"/> Clean-Up Provided by Venue	<input type="checkbox"/> Additional Fee
<input type="checkbox"/> Must Be Out By This Time	<input type="checkbox"/> Additional Time Available

Cancellation Policies & Notes

Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	

## Rehearsal {Caterer • If Not Provided By Venue}

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
<input type="checkbox"/> Menu	

Cancellation Policies & Notes

Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	

# the big day & reception {worksheet 3}

## Ceremony

Location	Contact
Officiant/Clergy	
Address	City/State/Zip
Phone	Fax
Website	E-mail
<input type="checkbox"/> Ceremony Time	<input type="checkbox"/> Attendants Arrival Time
<input type="checkbox"/> Time Location is Available for Early Decoration	
Cancellation Policies & Notes	

Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	

## Ceremony {Details}

Order of Processional

Ceremony Formation

Readings

Receiving Line  Yes  No

## Ceremony {Musicians & Soloists}

Musician/Soloist	Phone	E-mail
Address	City/State/Zip	
<input type="checkbox"/> Selections		

  

Musician/Soloist	Phone	E-mail
Address	City/State/Zip	
<input type="checkbox"/> Selections		

Prelude Selection

Processional Selection

Recessional Selection

Postlude Selection

# the big day & reception {worksheet 4}

## Reception

Venue	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
<input type="radio"/> Reception Time	<input type="radio"/> Cocktail Hour <input type="radio"/> Dinner <input type="radio"/> Dance
<input type="radio"/> Time Room is Available for Decoration/Entertainment Set-Up	
<input type="radio"/> Number of Guests	<input type="radio"/> Dinner <input type="radio"/> Dance
<input type="radio"/> Is Floor Plan Available for Table and Seating Arrangements?	
<input type="radio"/> Parking Availability	<input type="radio"/> Self <input type="radio"/> Valet
<input type="radio"/> Clean-Up Provided by Venue	<input type="radio"/> Additional Fee
<input type="radio"/> Must Be Out By This Time	<input type="radio"/> Additional Time Available
Cancellation Policies & Notes	

## Reception {Caterer • If Not Provided By Venue}

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
<input type="radio"/> Arrival Time	<input type="radio"/> Set Up Instructions
Cancellation Policies & Notes	

## Reception {Details}

Equipment Included:

<input type="radio"/> Bar Ware	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Chairs/Tables	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> China	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Linens/Napkins	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Silverware	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Other	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Other	<input type="radio"/> By Venue	<input type="radio"/> By Caterer

# the big day & reception {worksheet 5}

## Reception {Details • Continued}

### Services Included:

- |                                       |                                   |                                     |
|---------------------------------------|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Bartenders   | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Cake Cutting | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Servers      | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Set-Up       | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Clean-Up     | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |

Type of Service    Buffet    Cocktails & Hors d'Oeuvres    Seated Dinner

### Menu Selections:

Hors d'Oeuvres

Dinner

Dessert

Beverages

Bar

### Service Times:

- |   |                                   |                                     |
|---|-----------------------------------|-------------------------------------|
| <input type="checkbox"/> Cocktails      | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Hors d'Oeuvres | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Dinner         | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Dessert        | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |
| <input type="checkbox"/> Wedding Cake   | <input type="checkbox"/> By Venue | <input type="checkbox"/> By Caterer |

### Special Instructions/Requests

### Restrictions

Final Guest Count Due Date    By Venue    By Caterer

Additional Staff Requests    By Venue    By Caterer

# the big day & reception {worksheet 6}

## Reception {Details • Continued}

Cost Per Person	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
Gratuity	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
Additional Costs	<input type="radio"/> By Venue	<input type="radio"/> By Caterer
<input type="radio"/> Venue Total	Deposit Paid/Date	
Balance Due	Balance Due Date	
Make Checks Payable To		
<input type="radio"/> Caterer Total	Deposit Paid/Date	
Balance Due	Balance Due Date	
Make Checks Payable To		

## Décor & Rental

Business	Contact
Address	City/State/Zip
Phone	Fax
Website	E-mail
Business Hours	
Items & Quantity Needs:	
<input type="radio"/> Tents	
<input type="radio"/> Tables	
<input type="radio"/> Chairs	
<input type="radio"/> Linens	
<input type="radio"/> Dinnerware/Silverware	<input type="radio"/> Glassware
<input type="radio"/> Staging	<input type="radio"/> Lighting
<input type="radio"/> Other	
<input type="radio"/> Delivery Date/Time	<input type="radio"/> Delivery Fee
<input type="radio"/> Set-Up Schedule	
<input type="radio"/> Pick-Up Date/Time	
<input type="radio"/> Special Instructions/Requests	
Damage Waiver	
Cancellation Policies & Notes	
Total	Deposit Paid/Date
Balance Due	Balance Due Date
Make Checks Payable To	