

YOUR RECEPTION PLANNING CHECKLIST

Make sure your wedding reception is unforgettable (for all of the right reasons!) by planning ahead! From the big tasks like picking a venue to choosing your menu, this is the ultimate reception cheat sheet.

To-Dos

- Pick venue
- Order food
- Choose centerpieces
- Hire entertainment
- Place rental orders
- Decide if and how you want to be announced
- Create seating chart
- Decide when to take bridal party and family photos
- Check if venue has enough power and outlets for musicians
- Decide if you'll do a garter toss or bouquet throw
- Plan toasts
- Decide when to open dance floor
- Decide when to cut cake
- Order reception stationary
- Give music playlist to DJ or band
- Create signature drink
- Give caterer guest count
- Order food for vendors
- Gather items (guest book, cake knife, toasting flutes, signs)
- Create timeline