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