

RECEPTION PLANNING WORKSHEET

1. Reception Essentials

Category	Details/Notes
Venue Name	
Reception Start Time	
Cocktail Hour Location	
Dinner Service Style	

2. Key Events & Announcements

Event	Announcements Required?
Welcome Toast	
Blessing/Grace	
Toasts/Speeches	
Cake Cutting	
Bouquet/Garter Toss	
Last Dance/Departure	

3. Atmosphere Notes

