

Wedding Reception Checklist

By Sherry M. Lewis

- ☐ Planning Your Wedding Reception
 - ☐ Once the wedding date has been finalized, prepare a rough guest list.
 - ☐ Prepare your wedding budget.
 - ☐ Select the reception venue.
 - ☐ Make a floor layout for the tables and seating area at the reception site.
 - ☐ Choose theme and color scheme to add beauty and style to the entire event.
 - ☐ Define the decor at the reception venue.
 - ☐ Prepare a second dress to wear at their reception.
 - ☐ Arrange entertainment, a band or DJ.
 - ☐ Arrange for a caterer, if the chosen reception venue does not provide catering facility.
 - ☐ Make hotel arrangements for the out-of-town guests.
 - ☐ Choose your wedding cake.
 - ☐ Have the final guest list ready and send the wedding invitations.
 - ☐ Take dancing lessons.
 - ☐ Book a photographer.
 - ☐ Make flower arrangements.
 - ☐ Order wedding favors and accessories.
- ☐ Wedding Reception
 - ☐ Arrive at the reception location with your wedding party.
 - ☐ Grab a drink and get into positions for the receiving line and greet your guests.
 - ☐ MC introduces the wedding party into the room.
 - ☐ Have your first dance.
 - ☐ The best man makes a toast to the happy couple.
 - ☐ If you are having more than 4 speeches, it's more entertaining when they're given between courses.
 - ☐ If you want to have the speeches said one after the other, that can be done after the meal.
 - ☐ You and your wedding party should start the dancing.
 - ☐ Have the parent's dance.

- ☐ Cut your cake.
- ☐ Toss your bouquet and your husband flings your garter.
- ☐ The sweet table or late-night buffet can start right after the tosses.
- ☐ Change into your going away outfit.
- ☐ Have your last dance.
- ☐ Say your goodbyes and leave.