Wedding Reception Checklist

Created: 12/26/2011

# Tasks:

☐ **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 then 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.**