

## **Wedding Reception Checklist**

(Listed below are some questions to help you get started with the planning of your big day. This is for your personal use and you do not need to return this form to The Atrium.)

Wedding Date
Ceremony Location Time
What time will your guests arrive to the reception?
What time will your event end?
Name and phone number of your DJ and/or Band
Name and phone number of who is providing your cake
Name and phone number of florist and/or decorator
Who is your Caterer?
Will you be having a bar?(Don't forget about security guard fees!)
Name and phone number of wedding planner (if one)
Will the DJ announce Bride and Groom upon arrival?
Will the DJ announce Wedding Party and Parents upon arrival?
Will DJ play background music as guests are arriving?
Will the DJ announce for Bride, Groom and Wedding Party to open the buffet?
Who will be in charge of the cake cutting?

Do you have special cake cutting and serving pieces to use?
Will there be a toast?Do you have special toasting glasses?
Will there be a bouquet toss? Garter toss?
If and when will there be a first dance?
If and when will there be a father/daughter dance?
If and when will there be a mother/son dance?
Will there be any other special dances?
Who will be in charge of the clean-up of room and removal of gifts at event conclusion?
Do you need an easel in the foyer for a portrait?
Will you have a registry table?Gift table(s)?
Do you need RESERVED tables for family/wedding party? How Many?