



1605 N. Portland Blvd.
Portland, OR 97217
503-816-8268

Reception Planner

PLEASE COMPLETE AND RETURN AT LEAST 30 DAYS PRIOR TO YOUR EVENT

GENERAL INFORMATION

Bride's Name: _____ Home Phone#: _____ Work# _____ Age: _____

Groom's Name: _____ Home Phone#: _____ Work# _____ Age: _____

Email Address (Bride) _____ (Groom's) _____

Reception Coordinator: _____ Phone#: _____

Date of Event: _____ Event Location: _____ Address: _____

May the DJ be served food? YES / NO Please circle the DJ personality you prefer: Outgoing Moderate Low Key

Number of Guests(approx.) _____ Will alcohol be served: (circle please) YES NO

Maid/Matron of Honor: _____ Best Man: _____

Bride's Parents Names: _____ Groom's Parents Names: _____

RECEPTION FLOW

Here is a list of activities that may take place at your reception. Please check the items you wish to have performed.

____ Announce the Arrival of the Bride & Groom. Announced as: _____

Arrival Time: _____ Song for your Arrival: _____

____ Bride & Groom to welcome & thank Guests Yes/No

____ Receiving Line. If Yes, please indicate location _____

____ Dinner/Buffer (Circle One) If a buffet, would wedding party begin first? Yes No Time Served _____

____ Toast to the Bride & Groom. Given by _____

What will be served for the toast? ____Champayne__ Sparkling Cider__ Punch__ Open Bar

____ Cake Cutting Would you like special music for this event? _____

____ Bouquet ____ Garter Toss What age group would you like to participate in the bouquet & garter toss?

____ All Ages__ 16 & Older__ 18 & Older

Bride & Grooms First Dance Song: _____ Wedding Party to join 1/2 through? Yes/No

Father/Daughter Dance Song: _____ To include Mother & Son? Yes/No

Parents Dance Song: _____ Grandparents included? Yes/No

Wedding Party Song: _____ 1/2 way through invite all? Yes/No

(Complete Both Sides)