

## The WEDDING PARTY DETAILS

**Date** of Wedding

Guests #

**Venue**

Phone #

**Address**

Function **Room**

Function Manager

**Time:** From

To

The full names of everyone involved:

**BRIDE**

H Phone

**GROOM**

H Phone

The Bridal Party (in order of introduction):

**PARENTS** (married for ?)

Bride's Mother

" Father

Groom's Mother

" Father

**ATTENDANTS** (First name + Surname):

Flower Girl

(‘Mini Bride’)

Page boy

(‘Mini Groom’ or Ring Bearer)

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Bridesmaid

Groomsman

Maid / Matron of Honour

(AKA Best Lady or Head Bridesmaid)

Best Man

**BRIDE & GROOM**

Announced as Mr & Mrs

**PROFESSIONALS**

Photographer

Video Cameraman

Disc Jockey

Extras e.g. Dancers, Limo drivers, etc

## RECEPTION PROCEDURE (RUNSHEET)

Guests **arrive** for cocktails PM

Bridal Party **entry** - pairing (right or left) to match bridal table PM

Bride & Groom enter (Up-tempo song)

Grace / Thanksgiving (To be read by?)

### Dinner

(Speeches can be split between meals e.g. Entree, Mains, and Dessert)

Order of **Speeches** (a guide only)

Special Messages from overseas or from people who could not attend e.g. Telegrams/  
faxes/emails/cards read by

A Welcome by the Bride's Father

Followed by a Toast to the Bride and Groom by the Groom's Father

On behalf of the entire Bridal Party, the Best Man  
gives a toast to the Bridesmaids and sometimes  
the Maid Of Honour will respond as well

Then to finish, a response and Toast to the Bridal Party by the Groom and sometimes  
the Bride will make a speech

With Speeches after Mains, Dessert can be served here or during dancing

Cutting of the Wedding **Cake** (suggest instrumental song)

Bridal **Waltz** (songs)

(Will the others join in during the first song or at the start of the 2nd song?)

Dancing	Yes / No	Time
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Bouquet / Garter	Yes / No	Time
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Farewell Circle (This should be quick - suggest sing-a-long)	Yes / No	Time
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Guard of Honour/ Archway	Yes / No	Time
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