

Wedding Reception Planner

Bride's Name _____ Groom's Name _____

New Address _____ City _____ State _____ Zip _____

Home Phone _____ Work _____ Fax _____

Wedding Date _____ **Reception Location** _____

Phone number at the reception location **that will be answered** the day of the event _____

Balance Due \$ _____ (due one week prior to wedding)

Kenny Zail & Assoc. contracted time: FROM _____ TO _____

Kenny Zail & Assoc. will play for the ceremony? NO YES ceremony starting time _____

RECEPTION: Reception begins _____ Reception ends _____

GUESTS WILL WAIT until bride and groom arrives to begin eating? YES NO

Announce **the Entire BRIDAL PARTY?** NO YES { write names on next page }

Announce **JUST THE BRIDE AND GROOM?** YES Announce us as _____

Immediately After Introductions: CHECK ONE

First Dance Begin Buffet Line Begin Sit-down Dinner Receiving Line _____

First Dance _____ Artist _____ Shorten Song

Father/Daughter Dance _____ Artist _____ Shorten Song

Mother/Son Dance _____ Artist _____ Shorten Song

Bridal Party Dance _____ Artist _____

Favorite Songs or Artists

_____	_____
_____	_____
_____	_____
_____	_____

Toast : Best Man Maid of Honor Other _____ Champagne toast for guests? Yes No

Cake Cutting time _____ **Bouquet Toss** time _____

Garter Removal & Toss **Garter placed on bouquet recipient**

Send Off time _____ **Limo** arrival time _____

Photographer's Name _____ phone _____

Videographer' Name _____ phone _____

Bridal Consultant's Name _____ phone _____

Bridal Party Names

_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____
_____ with _____

Please send or fax back at least 30 days before the event.

Kenny Zail & Assoc. P.O. Box 888222, Dunwoody, Ga. 30356

Fax (404) 591-5967