

# Wedding Reception Checklist

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- 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 than 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.