



LSM Entertainment

Wedding Planner and Reception Order of Events

While there are a few things of tradition during the Wedding Ceremony and Wedding Reception, it is your day and you can plan it as you see appropriate. Here are some suggestions for planning the wedding reception. Feel free to personalize this list and add or subtract items. We will be able to review the list and add the appropriate names, pronunciations and requests well in advance of the wedding date.

Wedding Day Function	Time - Order of Events	Comments
Bridal Party Name:		
Wedding Date:		
Wedding Ceremony Time:		
Travel Time from Ceremony to Reception:		
Reception Location:		
Total Anticipated Reception Time (Hours):		
Pre-Reception Time (Cocktail Party):		
Wedding Party Announcement Time:		Formal Line or Procession
Scheduled Dinner Time:		
Toast to the Bride and Groom:		
Main Meal:		
First Bride/Groom Dance (Song Request):		
Bride and Father of the Bride Dance:		
Groom and Mother of the Groom Dance:		
Length of Dance Session 1:		
Cutting of the Cake:		
Length of Dance Session 2:		
Bouquet Toss / Garter Toss:		
Thank You's and Good-Byes:		

Bridal Party	Name - Relationship	Pronunciation
Bride (Maiden – reference)		
Groom		
Bride's Parents		
Groom's Parents		
Maid of Honor		
Best Man		
Bride's Maid (1)		
Groomsman (1)		
Bride's Maid (2)		
Groomsman (2)		
Bride's Maid (3)		
Groomsman (3)		
Bride's Maid (4)		
Groomsman (4)		
Bride's Maid (5)		

Groomsman (5)		
Flower Girl		
Ring Bearer		

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Guest Arrival and Pre-Wedding Party Reception (Cocktail Hour)

After the Wedding Ceremony, the Wedding Party typically remains to have photographs taken. Most of the guests proceed to the reception where drinks and/or hors d'oeuvres are served. Normally light jazz or classical music is played.

Depending upon how formal you are planning your reception, there are two options.

Option 1. Formal Wedding Reception Line

If a Wedding Party line will be formed at the reception, background music will be played throughout. After the last guest has entered the reception, a formal announcement of the bride and groom will be made followed by the formal Toast by the Groom, Best Man and Father of the Bride (optional).

Option 2. Wedding Party Announcement (No Reception Line)

After all the guests move into the main dining area and are seated, the Master/Mistress of Ceremony (M/MOC) or the Entertainment Specialist introduces the Wedding Party. Proper names and pronunciations (prearranged) and any last minute changes communicated to the announcer. In addition to the Bridal Party, the Parents and Grandparents may be announced. The typical procession line begins with Grandparents, Bride's Parents, Groom's Parents, Flower Girl and Ring Bearer, Bridesmaids and Groomsmen (in pairs), Best Man and Maid of Honor, and finally the Bride and Groom. If the receiving line is done after the ceremony, brief introductions can still be made at the reception.

Toast to the Newlyweds

Just before the meal is served, the Best Man is introduced and he toasts the couple. The Maid of Honor can also make a toast. It is customary at religious weddings to have the Father or Pastor say a prayer before the meal (arranged in advance). If there is a buffet, some direction may be announced on what is where and perhaps a table order for forming lines.

Main Meal

During the meal, light jazz, classical or complimentary background music will be played. After the Bride and Groom have finished their meal, a quick table-to-table greeting may occur, if a formal reception line had not taken place. When a majority of the guests have finished their meal, the Master of Ceremonies will help guide the event through the next phases.

First Dance

The first dance with just the Bride and Groom can take place right after the wedding party introductions or after the meal is finished. Toward the end of the song, the M/MOC requests the Wedding Party to join in for the next song and then guests may join in. The dancing may occur for as long as you like. A good rule of thumb is to allow one hour between the main meal and the cutting of the cake. This will allow most guests to circulate and those that like to leave early a reasonable time to have participated in the wedding.

Cutting of the Cake

The cutting of the cake is introduced by the M/MOC and directs the guests to turn their attention to the Bride and Groom. The cutting of the cake can be done after the toast and before the meal begins or after the first dance. It is usually a time issue with the caterers and should be arranged in advance. If you plan on having dancing after the cake is cut, there is usually plenty of time for the caterers to serve the cake.

Bouquet and Garter Toss

After the cutting of the cake, the second dance session or towards the end of the reception, the M/MOC can gather eligible ladies to the middle of the floor and the Bride tosses her bouquet. The Groom can remove the garter from the Bride and toss it to eligible men.

What's Left

Formal or informal Thank You's to the guests may occur. Other events can be added or altered as necessary. It is best to have an advanced plan in place. If there is a Wedding Coordinator, it is advisable to have the Coordinator and Entertainment Specialist meet to review any special arrangements.