



P. O. BOX 71708 --- CLIVE, IOWA 50325 --- (515) 208 – 1782

WEDDING PRE-EVENT PLANNER

Event date: ____ / ____ / ____

Bride's name: _____ Groom's name: _____

Will you be arriving later than most of your guests to the reception hall? YES NO
Possible reasons: Pictures after wedding ceremony, limo ride, etc...

Will you be having a receiving line at the reception hall? YES NO

Would you like your wedding party to be introduced upon entering the hall? YES NO

If YES, please list the full names of the bridesmaids/groomsmen. We will announce wedding party members starting with #5 (or highest number), finishing with the Bride/Groom coming in last. So, the further you stood from the bride/groom during the ceremony, the higher the escorted by number below will be. Please attach a separate list if you desire family, ushers, ring bearers or flower girls to be announced.

5) _____ escorted by 5) _____

4) _____ escorted by 4) _____

3) _____ escorted by 3) _____

2) _____ escorted by 2) _____

Please list the names of the Maid/Matron of Honor and the Best Man for line #1 below.

1) _____ escorted by 1) _____

Would you like to be announced upon entering your reception hall? YES NO

If YES, how would you like to be announced? _____

Examples: Congratulations Mr. & Mrs. John Doe or Congratulations to John and Mary Doe

List any special song you would like played as you enter: _____

Would you like the cake cutting ceremony to be announced? YES NO

Will cake cutting take place before, during or after dinner? _____

If you are making special toasts, would you like to use a microphone? YES NO

Will toasting occur before, during or after dinner? _____