



## Reception Worksheet

Due 1 month prior to Reception

Its now time start the process of creating an amazing party for you and your guest to celebrate. Take your time and if you need some advice, have any questions or need some inspiration just let me know.

If you don't know all the answers yet or are undecided that is fine. We are here to help. Simply copy and paste into a new document and along with tenure run sheet email to [gary@youmaykiss.com.au](mailto:gary@youmaykiss.com.au)

### Partner 1

**Name**

**Parents (please note relationship status/step parents etc and if they will be in attendance)**

**Grandparents if they are attending**

**Siblings**

**Bridal Party**

### Partner 2

**Name**

**Parents (please note relationship status/step parents etc and if they will be in attendance)**

**Grandparents if they are attending**

**Siblings**

**Bridal Party**

**Paige Boy Flower Girls with ages**

**Venue** please provide names and emails

**Venue**

**Venue Contact**

**Reception Start and Finish Times**

**Food style, 3 course-cocktail, buffet etc.**

### Suppliers

**Photographer**

**Videographer**

**Stylist**

**DJ**

**Band**

**Photo Booth**

**Other Entertainment, dragon dance, dry ice, pyro, gelato, musician etc**

### **Run Sheet**

Your venue will provide a run sheet which we can use as a template, in most cases as long as we do not move the food times the venue allow flexibility around all other aspects as your Master of Reception will look after it. If you are a DIY wedding then we will work with the caterers to achieve a draft run sheet together.

### **Your style or vision?**

Explain to me in short about your vision for your reception and the most important things you would like to do, some couples want heaps of dancing, laughs and action, others more traditional and formal but let me know what you want. If there is something you have to have or absolutely hate this is the time to let us know.

### **Speeches?**

Names and relationship to you. Speeches should be around 3-5 minutes per speaker and they should be well prepared. Be sure to provide your speech makers with the Speech Guide included.

### **Music?**

There will be a number of "highlight" songs throughout the night. How those songs blend together and compliment each other is an important part of the process. We will work with the DJ and/or Band to choreograph it all and include our expert twist and improvs.

Generally the songs required are for Bridal Party entry, Bridal Waltz, Cake cutting and exit songs so start thinking about it. Some couples have fully choreographed displays others just want to keep it simple or let us handle it.

### **Garner/Bouquet/Games/Sparklers**

Whether you choose to do all, either or none at all your Master of Reception will create a wonderful segue into each aspect and provide a unique experience for your guest.

We have all been at those Receptions when the party breaks up into groups inside and outside of the venue. These added elements are very important and allow your Master of Reception to entertain and engage your guest, create improv opportunities all whilst providing the logistical advantage of a "dance floor filler" This brings all the guest attention back to the dance floor for the DJ or band to kick off another set.

### **Anything else?**

Let me know any other important details such as traditions or cultural aspects you would like to include.