



Mark Eudaly · P.O. Box 735 · Springfield, MO 65801  
 417-862-1399 · 800-842-3868

## WEDDING RECEPTION GUIDE

To help us plan our part of your reception, please complete and return this form at least two weeks prior to the dated event. Thank You!

**Bride:** \_\_\_\_\_ **Groom:** \_\_\_\_\_

Contact Person's Name : \_\_\_\_\_ Contact Person's Phone # \_\_\_\_\_

What time of day is the wedding? \_\_\_\_\_ Distance from wedding to reception location \_\_\_\_\_ miles?

Day and Date of Reception: \_\_\_\_\_ Location of reception: \_\_\_\_\_

DJ (Reception) Starting time: \_\_\_\_\_ DJ Ending time: \_\_\_\_\_ Expected number of guests: \_\_\_\_\_

Guests approximate age range: \_\_\_\_\_ Will your receiving line be at the  church or  reception hall?

Would you like to be introduced as you enter the hall?  Yes  No

Would you prefer to be introduced as  Mr. & Mrs. or by  your first names? \_\_\_\_\_

Introduce individual for blessing/grace?  Yes  No Announce the cutting of the wedding cake?  Yes  No

Introduce the Best Man's toast?  Yes  No Will you be tossing the bouquet?  Yes  No Garter?  Yes  No

## BRIDAL PARTY & FAMILY

Would you like anyone other than the bride and groom introduced?  Yes  No If so, please list their names: \_\_\_\_\_

Bride's Parents: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Flower Girl(s): \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Usher: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Usher: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Bridesmaid: \_\_\_\_\_ Groomsman: \_\_\_\_\_

Maid or Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

When would you like them introduced?:  as they enter the hall  later in the evening

## SPECIAL DANCES

Bride & Groom's First Dance: (song & artist) \_\_\_\_\_

Father/Daughter Dance (song & artist): \_\_\_\_\_

Mother/Groom Dance (song & artist): \_\_\_\_\_

Would you like a "Dollar Dance"?  Yes  No Where will you be honeymooning? \_\_\_\_\_

Any particular requests or dedications? \_\_\_\_\_

Would you like to acknowledge anyone's Birthday or Anniversary?  Yes  No If Yes, who?: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

~ Please return at least 2 weeks prior to reception ~