

Reception Planner for LMD Productions

Please complete and return three to four weeks prior to your party date.

Contractee Information

Bride's Name _____

Bride's Address _____

Bride's Telephone _____ Email _____

Groom's Name _____

Groom's Address _____

Groom's Telephone _____ Email _____

Location Information

Wedding Date _____ Wedding Time _____

Wedding Location _____

Reception/Dance Location _____

Phone Number and Contact Person at Reception/Dance Location _____

What time will the reception location be open to set up? _____

Is your reception inside or outside? Inside Outside

If outside, will protection be provided from wind, sun, rain, etc.? _____

Guest Information and Expected Timeline

Please provide the approximate starting and ending times for:

Photographs _____

Cocktails _____

Dinner _____

Dance _____

Number of guests expected to attend? _____

What time will guests arrive at the reception? _____

What time will the wedding party arrive at the reception? _____

For dinner, is it a buffet dinner or sit down dinner? _____

If you are having a buffet dinner, will there be a host/hostess to release tables? Yes No

If yes, what are their names? _____

If not, would you like an LMD representative to release the tables? Yes No

Announcement Information

Would you like Bride & Groom's and/or Wedding Party's arrival announced? X Yes X No

If yes, please indicate song you would like to have playing. _____

Please attach a copy of the wedding program for announcement of wedding party names.

How would you like to be introduced at the reception? _____

Please checkmark each event you would like to include and have announced at your reception:

Arrival of Bride & Groom
Toast

Cake Cutting
Bouquet Toss

Garter Toss
Dollar Dance

If you selected "Toast", please identify who you would like to make toasts to the Bride & Groom:

- a) _____
- b) _____
- c) _____
- d) _____

Song Information

Please list the Song and Artist for the special songs. Please refer to the [Song Suggestions](#) on our website for popular selections.

Bride and Groom's First Dance _____

Parent Dance _____

Second Parent Dance _____

Wedding Party Dance _____

Specific Dollar Dance songs to be played:

- a) _____
- b) _____
- c) _____
- d) _____

Any other notes or instructions to help us make your reception memorable?

Thank for choosing LMD Productions!