



## Guidelines for Creating Your Wedding Reception Itinerary:

Below are some tips and explanations for organizing the flow of your wedding reception. The sample itinerary below includes traditional items, activities, orders, etc., however every wedding reception is different. The following example is intended to be only a guideline. In some cases we may make suggestions based on our experience, but the final decisions are always yours. Please discuss any questions or concerns you may have with your agent. Your itinerary sheet should be sent to Class Acts **30-60 days prior to your wedding date**.

### Miller/Smith Wedding Reception Itinerary Saturday, June 2, 2007

**Bride & Groom:** Jane Miller and John Smith

**Class Acts Entertainment agent name:** Lisa

**Band:** Soular Power

**Venue:** Hilton Easton; 3900 Chagrin Drive, Columbus, OH 43129  
Regent Ballroom  
Adam Yezzi, 614-414-5000

**Set Up:** Room available at 3:30 PM, set up finished by 6:00 PM

**Person Hiring Entertainment:** Robert Miller (father of the bride), 614-555-6162

**Bridal Consultant / Contact at Reception:** Allison Wells, 614-555-6874 (cell)

**Band Attire:** Formal (Tuxedos)

#### TIMELINE

**6:30 PM** Guests arrive for cocktails in ballroom (175 guests)  
**Band play CD provided by bride and groom**

**7:30 PM** Bridal Party Arrives  
**Introductions (see next page)**

**Welcome, toasts and Blessing (band provides microphone)**

Dinner – **Band plays dinner set**

**~8:30 PM** **Cake Cutting – bride and groom go immediately to dance floor for:**

**First Dance:** "At Last" (Etta James)  
**Father/Daughter & Mother/Son Dance:** "Unforgettable" (Nat King Cole)  
\* Start song with Father/Daughter only, then halfway through, invite groom and his mother to the dance floor

**Dancing!**  
(play recorded music during breaks)

**11:30 PM** Band ends

**NO Bouquet or Garter Toss**

**Refreshments Provided:**  
Dinner, soft drinks, water

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Allow at least two hours for load in and set up. Some venues / artists may require more time.

Be sure to indicate the exact location of your reception if the venue has multiple rooms.

Attire for the artist should be similar to what your guests will be wearing. Common wedding attire includes, formal (tuxedos), dressy (suit), dressy-casual (slacks/dress shirt), or casual.

Important to have a contact other than bride or groom for the day of the wedding. This person should be able to make decisions on their behalf.

Note that some of these times are approximate. Artists are always willing to be flexible if things are running ahead or behind schedule.

Many bands offer options for music during cocktails and dinner such as background recorded music or solo piano. Please discuss these options with your agent.

Feel free to include other special dances such as the Anniversary Dance, Hora or any other specialty ethnic dances.

When choosing special dances, refer to the group's song list. Most artists are happy to learn a song that is not on their list, provided they are notified **at least 60 days before the wedding date**.

If there is a possibility of having the artist play beyond the contracted time, be sure to discuss overtime rates with your agent.

Allow at least 90 minutes for the artist to tear down and load out. Some venues / artists may require more time.

It is also very important to note any traditions/dances that you **DO NOT** want.

Water and soft drinks should always be available to the artist. Provision of meals is not expected but always appreciated. Please consider that with set up and tear down, the artist's workday may be eight hours or more.



## Creating Your Wedding Reception Itinerary (pg. 2)

Separate the introduction of the bridal party from the rest of the details of the wedding. Keep in mind that the artist will be reading this page aloud to your guests so it's important to make it as clear as possible. Large fonts and double spacing are helpful.

Note that the standard order for the introduction of the bridal party is as follows:

Brides's Parents  
Groom's Parents  
Children  
Bridesmaids and Groomsmen in pairs  
Maid/Matron of Honor & Best Man  
Bride & Groom

### **Introductions:**

**Parents of the Bride:** Robert and Susan Miller

**Parents of the Groom:** Joseph and Elizabeth Smith

**Flower Girl:** Rachel Sifinski (sih-FIN-skee)

**Ring Bearer:** Michael Bacome (ba-COHM)

**Junior Bridesmaids:** Anna Miller

### **Bridal Party (in order):**

Cindy Trefz escorted by Billy Sparrow  
(trevs)

Sara Smith escorted by Todd Wilkinson

Angela DiPasquale escorted by Peter Baker  
(dee-pah-SQUAW-lee)

Include phonetic spellings for names that might be difficult to pronounce.

### **Matron of Honor / Best Man:**

Mary Miller escorted by Tom Smith

**Bride and Groom:** Mr. & Mrs. John Smith

Be sure to write your name here exactly as you want it to be announced. For instance, this couple could have also been announced as: "Mr. & Mrs. John & Jane Smith," or simply "John & Jane Smith."

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