

# Wedding Reception Checklist

Checklist · 35 items · 10 sections

Plan a reception guests will remember, venue setup, catering, speeches, and first dance covered.

Open the editable, AI-powered version online:

<https://genechecklist.com/checklist/wedding-reception-checklist>

## VENUE BOOKING

- Book reception venue: confirm capacity, layout options, and included services  
**HIGH**
- Confirm reception venue alcohol policy (licensed bar, corkage fee, BYOB)  
**HIGH**
- Confirm whether venue allows outside caterers or requires in-house catering  
**HIGH**
- Confirm end time and noise restrictions at venue  
**HIGH**

## CATERING

- Book caterer and arrange menu tasting  
**HIGH**
- Finalise catering menu: starters, mains, desserts, dietary alternatives  
**HIGH**
- Collect all dietary requirements from RSVPs and share with caterer  
**HIGH**
- Plan welcome drinks for arriving guests (Champagne, Pimm's, mocktails)
- Arrange bar menu: open bar, drinks package, or cash bar  
**HIGH**
- Confirm number of waiting staff required for your guest count
- Order wedding cake and confirm delivery and setup time with baker  
**HIGH**
- Plan evening food if reception continues: buffet, food truck, late-night snacks

## ENTERTAINMENT

- Book entertainment: DJ, live band, string quartet  
**HIGH**

- Provide DJ or band with must-play and do-not-play song lists  
HIGH
- Choose first dance song and practice if needed  
HIGH
- Plan additional dances (father-daughter, mother-son, group dance opening)
- Book additional evening entertainment (photo booth, magician, casino tables)

## TIMELINE

- Create a complete reception timeline with exact timings for each moment  
HIGH
- Plan order: entrance, welcome drinks, dinner, speeches, first dance, dancing  
HIGH

## SPEECHES

- Confirm speeches order and length with father of bride, groom, and best man  
HIGH
- Decide when speeches happen: before, during, or after dinner
- Arrange microphone and AV setup for speeches  
HIGH

## SEATING

- Finalise seating plan and create place cards or table map  
HIGH
- Display seating plan at reception entrance for guests to find their seats  
HIGH

## DECOR

- Plan table centrepieces and décor for each table  
HIGH
- Arrange table linens, napkins, and crockery in your chosen colour scheme  
HIGH
- Plan reception lighting: fairy lights, uplighting, candles, chandeliers  
HIGH
- Set up card and gift table for guests to leave presents
- Arrange guestbook or guestbook alternative for guests to sign
- Plan table favours for guests (chocolates, candles, personalised gifts)

## **STATIONERY**

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- Create menu cards for each place setting
- Create order-of-day or event programme for each table

## **DAY BEFORE**

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- Confirm venue setup time and plan décor installation schedule  
**HIGH**
- Walk through reception room with coordinator or venue manager to confirm layout

## **END OF NIGHT**

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- Collect all personal items, gifts, and cards from reception venue at end of night  
**HIGH**