

Reception Agreement: Wedding Couples Name: _____

Name of Venue: _____

Address: _____ City: _____

Venue Phone: _____ Reception Start: _____ End: _____

Venue Coordinator's Name: _____ Phone: _____

Name of Ballroom: _____ Set-up Access Time _____

Photographer's Name: _____ Videographer: _____

Hired Day of Coordinator's Name: _____ Phone: _____

Does the Venue have a In-House PA system for Toast? Yes No

Are you showing a Slide Show? Yes No

Number of Guests: _____ Number of Children under 12: _____

Just some ideas for you, there are much more, just be sure to ask about them!

ICE BREAKER! This is a great way to get your guest in the mood to have FUN! This can take place as your guest are being served their salads or at the end, while enjoying cake. We will play a simple game, so that your guest get to know each other, just a bit more. The game is called HOT NAPKIN! It's a lot like Hot Potato, but with one of the dinner napkins on the table instead. If you get the drift on this great, if not please ask and I will explain! This game is a great transition from the end of dinner, right into the dance. Trust me your guest will want to stick around and keep having some FUN! **Price Additional: FREE with FUN!**

Helpful Idea: *If you have a chance to have your dance floor cleared and empty without tables being placed on it, DO IT!!! It will keep your guest there and won't give them the chance to disappear as the venue staff take the time to clear and clean the dance floor. Just a thought!!!*

TINY TOT DANCE! If you're going to have many children (8 or more), you may want to have a Tiny Tot Dance! This is a great way to get the tots involved in some fun!! Just as we are about to start "The Dance", I will call all the tots out to the dance floor. We will do a basic tots themed song to dance to, then have their own special Teddy Bear Toss (similar to a Bouq./Garter toss, but with his and her teddy bears). Lastly we will end it with a Candy/Treasure Hunt! Fun Fun!!! **Price Additional: \$20 for Supplies**