

Sample Reception ITINERARY

4 Hours Prior to the Reception:

- Nu Epps of Esyntial Elements completes final Reception Setup
- Esyntial Elements Event Staff/Managers Arrive
- Catering Arrives to Load In
- Wedding Cake /Desserts Arrive
- All Other Contracted Vendors Arrive Bride & Photographer Arrive at Venue

1 Hour Prior to Cocktail Hour/Reception:

- DJ begins Pre-Reception Music
- Hostesses/Ushers in place to assist with ceremony directions, gift handling & guest seating

Cocktail Hour

- Esyntial Elements Manages Seating Confirmations, Gift Handling,
- Passing of Appetizers Begins
- Host/Cash Bar Opens

- (DJ plays music during Cocktail Hour)
- Wedding Party and Family Pictures Cont'd.

Reception Timeline:

- Bridal Party Entrance By Name/ Song: _____
- Announce couple as they enter (Entrance Song: _____)
- DJ to announce 1st Dance: Song: _____
- Food Blessing
- Food Buffett Service Begins (DJ plays easy listening, jazz music during dinner)
- Esyntial Elements Dismisses Tables
- Cake Cutting Photos/Service • Champagne Toast and Tributes (Best Man and Matron of Honor)
- Catering Station Break Down (Charger Cleaning & Packing by Esyntial Elements)
- Dance Floor Opens/ Party Time (Last Call Announced)
- Bouquet Toss/Garter
- Last Call/Sparkler/Favor Distribution
- Bride & Groom Depart,
- Guest Depart 9:30 PM
- Vendors Depart/Staff