



Stock wedding inspiration / Jonathan Borba, Pexels

A THOUGHTFUL PLAN. A GREAT NIGHT.

Your reception. Your kind of party.

The Galarex wedding reception guide

A practical companion for the music, the people, and the little details that make your celebration feel like you.

START WITH THE FEELING

A plan that sounds like you.

Use these pages together, then share one clear plan with your venue, DJ, MC, photographer, and other vendors.

THREE DECISIONS FIRST		INSIDE THIS GUIDE	
01	Choose your three priorities A full dance floor? A relaxed dinner? Space for cultural traditions? Agree on the moments you care about most.	A sample reception timeline	03
02	Decide what to leave out Every reception does not need every tradition. Keep the moments you want and give the rest of the night room to breathe.	Ceremony sound cues	04
03	Name one day-of contact Choose a planner, venue lead, or trusted person who can approve small timing changes while you enjoy the celebration.	Entrances, MC & speeches	05
		Music moments	06
		Dance-floor flow	07
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YOUR NORTH STAR

Finish this sentence together: **We want our guests to remember...**

THE FLOW OF THE EVENING

A timeline with room to breathe.

This is an example for a reception beginning at 5:00 p.m. Adjust it with your venue, catering team, photographer, and entertainment team.

EXAMPLE TIME	MOMENT	WHAT TO COORDINATE
5:00 p.m.	Guests arrive	Cocktail music, refreshments, and time to reconnect.
6:00 p.m.	Guests take their seats	The venue confirms service is ready; MC welcomes everyone.
6:15 p.m.	Entrances & welcome	Names, pronunciation, entry order, and the song are confirmed.
6:30 p.m.	Dinner begins	Keep announcements and toasts aligned with food service.
7:15 p.m.	Speeches & toasts	Use a planned order and one person to cue each speaker.
8:00 p.m.	Featured dances	First dance or other chosen moments; photographer is ready.
8:15 p.m.	The dance floor opens	Start with an invitation and music guests can join together.
9:30 p.m.	Optional evening moment	Late-night food, an activity, or a short reset if desired.
10:45 p.m.	Last song & goodbyes	Confirm the venue end time and transport plan in advance.

PROTECT THE TRANSITIONS

Leave a little space between key moments. Decide who gives the DJ and MC a clear 'ready' signal before each cue. If dinner runs late, agree which optional moments can move or be shortened.

BEFORE THE RECEPTION

Let every word be heard.

If you are planning ceremony sound or music, treat it as its own setup. Confirm the people, location, power, and handoffs early.

- 01

Map the sound
Confirm the ceremony location, guest area, officiant position, microphone needs, and whether anyone will perform live.
- 02

Choose a cue person
One person should signal when each entrance begins. A visible, agreed signal is easier to follow than several people giving instructions.
- 03

Share the exact recordings
Send song title, artist, version, and the desired start point. Explain whether the music should fade, continue, or finish naturally.
- 04

Rehearse the important handoffs
Check the microphone position and where readers stand. Confirm how the officiant will cue the recessional after the final words.
- 05

Prepare an outdoor alternative
Agree on the weather decision time, who makes the call, and the indoor location. Both setups need a realistic access and sound plan.
- 06

Make guest needs visible
Discuss access routes, seating, any interpretation needs, and a comfortable sound level with the venue and sound team.

YOUR CEREMONY CUE SHEET

Guest seating / prelude	Song / version / cue
Wedding party entrance	Song / version / cue
Partner entrance / processional	Song / version / cue
Signing, unity ritual or other moment	Song / version / cue
Recessional / exit	Song / version / cue

THE VOICES OF THE NIGHT

Warm welcomes. Clear cues.

A thoughtful MC keeps guests informed and gives each meaningful moment a clear beginning and ending.

ENTRANCES & INTRODUCTIONS

Use the names people choose

Share names, titles, pronouns if relevant, and a phonetic pronunciation guide. Confirm which people want to be introduced.

Plan the order and the route

Decide where everyone waits, who checks they are ready, where they enter, and where they go afterward.

Give the MC the tone

Quiet and elegant, upbeat and playful, or somewhere between: agree on the style and any stories or topics to avoid.

SPEECHES & TOASTS

Keep one speaker list

Confirm the order, target length for each speech, and who will invite the next person. Share this list with catering and photography.

Help speakers prepare

Encourage a short practice, readable notes, and a clear ending. A warm memory and a sincere wish can say a great deal.

Make the microphone simple

Ask the sound team for a quick demonstration. Speak toward the microphone, keep its position steady, and wait for applause before continuing.

A SMALL MC HANDOFF CARD

MC / announcer name and mobile

Entrance order, pronunciations and chosen introduction

Speech order, timing and the person giving the ready signal

THE SOUNDTRACK

Choose the moments that matter.

Give each featured moment a purpose, then choose the song. These are options to discuss, not a list of traditions you need to include.

01	Cocktail hour & dinner Set the atmosphere	Share the energy, genres, languages, and any volume preferences.
02	Grand entrance Introduce the celebration	Choose one exact version and the point where the introduction begins.
03	First dance A moment for the two of you	Full song or a shorter edit? Alone throughout, or guests join at a cue?
04	Family or chosen-family dance Honour important people	Choose participants and wording that fit your relationships.
05	Cultural or personal tradition Celebrate your story	Explain the meaning, music, participants, sequence, and any rehearsal needs.
06	A memory or dedication Remember with intention	Decide whether it is spoken, musical, private, or left out.
07	Dance-floor opener Invite guests in	Discuss a song or feeling that helps a wide mix of people join.
08	Last song Finish together	Choose the mood and tell the MC whether you want a closing announcement.

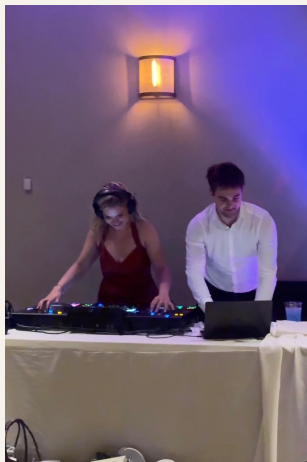
GIVE THE RECORDING, NOT JUST THE TITLE

A live recording, remix, acoustic cover, or clean edit can feel very different from the original. Share your exact choice and any start, fade, or join-in cue.

WHEN THE FLOOR OPENS

Build a night people can join.

A few clear preferences help the DJ make choices in the room while keeping your celebration personal.



REAL MOMENTS / GALAREX

A thoughtful plan. A great night.

Jacob at the DJ booth with a guest.
Photo provided by Jacob.

01 Describe your crowd

Share a broad sense of ages, favourite eras, languages, cultural music, and the people most likely to lead the party.

02 Choose a short must-play list

Pick the songs with real meaning. Explain any priority tracks and leave space for the DJ to respond to guests.

03 Be clear about the boundaries

List do-not-play songs, unwanted genres, explicit-lyric preferences, and how you want guest requests handled.

04 Protect the shared moments

Check that the photographer is ready for featured dances and traditions. Avoid starting a key moment while the couple is elsewhere.

05 Give people room to participate

Ask the venue about a clear floor, comfortable seating nearby, sound levels, and lighting preferences.

06 Keep the close intentional

Confirm the final song, any private last dance, venue end time, and transport announcements before the night begins.

BEHIND THE CELEBRATION

Good logistics make space for fun.

Send practical venue information early. A short walk-through or shared floor plan can answer questions that a timeline cannot.

01

Access & setup

Confirm load-in time, parking, doors, stairs or elevators, distances, and a secure place for equipment. Ask who will unlock the space.

02

Power & placement

Share the planned DJ position and any ceremony or cocktail locations. Let the venue and sound team confirm suitable power and safe cable routes.

03

Venue rules & closing

Confirm sound restrictions, lighting rules, service schedules, final music time, and load-out access. Check when guests and vendors need to leave.

04

Weather & a change of plan

For outdoor moments, identify a covered or indoor alternative, decision time, decision-maker, and realistic time to move and check the setup.

WRITE THE BACKUP PLAN

Weather / change decision-maker and mobile

Decision time, alternate location and who tells the vendors

ONE CONFIRMED PLAN

When a detail changes, send the updated plan to every affected vendor. Mark the version and date so an older timeline does not become the day-of instructions.

PRINT & FILL IN

Your music worksheet.

Use exact song titles, artists, and versions. Add streaming links or files to the plan you share with your DJ; write any special cue here.

Couple / contact names

Wedding date

MOMENT	SONG / ARTIST / VERSION	START / FADE / CUE
Entrance		
First dance		
Family / chosen-family		
Tradition / dedication		
Dance-floor opener		
Last song		
Other moment		

MUST-PLAY / FAVOURITE STYLES

DO-NOT-PLAY / BOUNDARIES

Guest requests and explicit-lyric preferences

PRINT & CHECK OFF

The little details, handled.

Use these stages as a planning rhythm. Follow the actual information deadlines agreed with your vendors.

WHILE THE PLAN IS TAKING SHAPE

- ☐ Agree on your top three priorities and optional moments.
 - ☐ Confirm the DJ / MC responsibilities with the people involved.
 - ☐ Confirm ceremony, cocktail and reception sound locations.
 - ☐ Share the venue's access, setup, power and end-time details.
 - ☐ Choose one day-of contact and a weather decision-maker.
-

BEFORE THE FINAL VENDOR HANDOFF

- ☐ Confirm the reception timeline with venue and catering.
 - ☐ Send names, pronunciation notes, entrances and speech order.
 - ☐ Confirm exact song versions, start points and special cues.
 - ☐ Share must-play, do-not-play and guest-request preferences.
 - ☐ Confirm featured moments with photography and video teams.
-

FOR THE WEDDING DAY

- ☐ Keep the current timeline and contacts in one shared place.
- ☐ Confirm access and any weather decision before setup begins.
- ☐ Give speakers a microphone demonstration and clear cues.
- ☐ Tell the cue person about any timing changes.
- ☐ Confirm last song, transport announcements and closing time.

One detail we still need to confirm:

PRINT & SHARE

The people who keep it flowing.

Keep one current vendor contact sheet with your final timeline. Ask contacts whether they want a direct call or a text for a time-sensitive change.

ROLE	NAME / BUSINESS	DAY-OF MOBILE / PREFERRED CONTACT
Day-of decision-maker		
Venue / event lead		
DJ / sound team		
MC / announcer		
Catering lead		
Photographer / video		
Officiant / ceremony		
Transport / other		

Venue address / day-of entrance / parking

Setup access time / final music time / load-out arrangements

KEEP THE COUPLE OFF THE SWITCHBOARD

Give vendors the name of the person who can resolve small day-of questions. Decide which changes need the couple's approval and which that person can handle.

READY TO HAND IT OVER

One plan. A clear next step.

Your final handoff should be easy to find and easy to understand. Send the same current version to everyone who needs it.

01 The essentials

Names, wedding date, venue, guest estimate, and one day-of contact.

02 The flow

A confirmed timeline, entrance order, speaker list, and cue responsibilities.

03 The soundtrack

Exact versions for featured moments, favourite styles, and music boundaries.

04 The practical details

Setup access, sound locations, power, venue rules, and a weather alternative.

05 The open questions

Anything still undecided, who will confirm it, and the agreed follow-up time.

LET'S PLAN YOUR KIND OF PARTY

Tell us about your celebration.

Start a wedding inquiry at galarex.ca/#inquire

More planning resources: galarex.ca/guide

ABOUT THIS GUIDE

Original Galarex planning content. The example timeline is a starting point; confirm actual arrangements and responsibilities with your vendors. Activities and traditions are optional.

Photography: cover reception details by Jonathan Borba / Pexels, licensed stock wedding inspiration, not a Galarex event. Page 7: Jacob at the DJ booth with a guest, photo provided by Jacob. Stock photo source and licence: galarex.ca/credits.