Wedding Reception Activity Planner

25 guest activities, a selection checklist and space to assign who does what.

How to use this: pick one or two activities for each stretch of the evening, tick them in the checklist, then fill in the planning table. The best activities are optional, take under two minutes and need no explanation.

Selection checklist

- ☐ Lawn games (Arrival)
- ☐ Find-someone-who bingo (Arrival)
- ☐ Live sketch or silhouette artist (Cocktail hour)
- ☐ Signature drink and mocktail (Arrival)
- ☐ Table game corner (Arrival)
- ☐ Table question cards (Dinner)
- ☐ Short trivia about the couple (Dinner)
- ☐ Song request cards (Dinner)
- ☐ Open-when envelopes (Dinner)
- ☐ Shared QR camera (Any time)
- ☐ Request-only first hour (Dancing)
- ☐ Dance circle for the older generation (Dancing)
- ☐ Late-night snack (Late night)
- ☐ Karaoke in a side room (Late night)
- ☐ Photo backdrop and tripod (Any time)
- ☐ Sparkler or bubble send-off (Send-off)
- ☐ Kids' activity pack (Any time)
- ☐ Quiet lounge corner (Any time)
- ☐ Guest-built afterparty playlist (Before the day)
- ☐ Photo scavenger hunt (Any time)
- ☐ Memory jar (Dinner)
- ☐ Acoustic musician at cocktail hour (Cocktail hour)
- ☐ Coffee and dessert bar (Late night)
- ☐ Guess-the-year photo wall (Arrival)
- ☐ Golden-hour group photo (Any time)

Optional: collect the photos with Evershots. Guests scan a QR code and shoot, with no app to download and no account.

Planning table

Fill in only the activities you chose.

Activity	When	Materials needed	Timing	Owner	Cost
Lawn games	Arrival	Cornhole, giant Jenga, hoops or bocce	ongoing		
Find-someone-who bingo	Arrival	Printed bingo cards, pens	ongoing		
Live sketch or silhouette artist	Cocktail hour	Hired artist, a seat and a table	60 min		
Signature drink and mocktail	Arrival	Two named drinks, a small sign	ongoing		
Table game corner	Arrival	Foosball, backgammon or a chess set	ongoing		
Table question cards	Dinner	One printed card per table	ongoing		
Short trivia about the couple	Dinner	Five questions on a card	10 min		
Song request cards	Dinner	Cards, pens, a box for the DJ	ongoing		
Open-when envelopes	Dinner	Envelopes, cards, a box	ongoing		
Shared QR camera	Any time	One printed QR card per table	ongoing		
Request-only first hour	Dancing	Collected song cards	60 min		
Dance circle for the older generation	Dancing	One song both generations know	5 min		
Late-night snack	Late night	Tacos, sliders or a pastry table	ongoing		
Karaoke in a side room	Late night	Speaker, microphone, lyric screen	ongoing		
Photo backdrop and tripod	Any time	Backdrop, tripod, props	ongoing		
Sparkler or bubble send-off	Send-off	Sparklers or bubbles, a bucket, venue approval	10 min		
Kids' activity pack	Any time	Coloring pages, stickers, crayons	ongoing		
Quiet lounge corner	Any time	A few chairs, blankets, water	ongoing		
Guest-built afterparty playlist	Before the day	A shared playlist link on the website	n/a min		

Activity	When	Materials needed	Timing	Owner	Cost
Photo scavenger hunt	Any time	Printed prompt cards	ongoing		
Memory jar	Dinner	A jar, slips of paper, pens	ongoing		
Acoustic musician at cocktail hour	Cocktail hour	Hired musician, power access	60 min		
Coffee and dessert bar	Late night	Coffee, mini desserts, cups	ongoing		
Guess-the-year photo wall	Arrival	Childhood photos, numbered, a guess sheet	ongoing		
Golden-hour group photo	Any time	One announcement, a photographer or a tripod	5 min		

Budget for activities

Total activity budget: _____

Planned spend: _____

Actual spend: _____

Notes: _____