



## RECEPTION PAPER GUIDE

### For Seated Dinners...

The handling of a seated dinner will have a lot to do with your caterer's preferences, but odds are good that seating assignments of some type will be required.

#### *Escort Cards*

This card is the card that tells your guest to which table they are assigned. It can take the form of an actual small card that they pick up and take with them to their seat or it could also be a large sign / chart where you assign table numbers to guests. Examples are on the next page.

#### *Table Numbers*

You'll need to indicate table numbers / names in some way. These can be tented so they stand up on their own or placed on a stand / framed / incorporated into a floral centerpiece.

#### *Place Cards*

Sometimes you assign guests to a table and not a seat, but if you want to or need to assign them a specific seat, you will need to have place cards. These could take the form of a small card with the guest's name, a menu with the guest's name at the top, a tag on a favor placed at the placesetting, etc. You may need to indicate a meal choice on this card, and that can be done in a variety of ways, either by writing out "beef" or "chicken," using an icon of sorts (.e. a palm tree means beef), changing ink colors or paper colors, etc.

#### *Menus*

If you want to remind guests what they'll be having and/or indicate to servers what each guest is having, a menu is another way to do that. You may choose to do one menu for all guests that lists all the options with an "or" (i.e. filet mignon or grouper) or you may want to have a set of menus that lists only the filet and another that lists only the grouper. Making the paper or ink colors different is a good way to help servers spot who is supposed to get what.

## For Stations and/or Buffets...

You may choose to print a menu at the place setting so that guests know their options, but this setup really only makes sense if you are providing 100% seating.

Alternatively, we often create signage to be framed and sit on each station so that guests can easily spot what is being prepared at each station and/or identify items on a buffet.

## Other Reception Paper to Consider...

### *Chair Signs*

Something fun for the bride and groom's chairs..."Mr." and "Mrs." or "His" and "Hers" etc.

### *Guestbook Table*

Some guestbooks could use a little explanation - i.e. we want you to sign the picture - and it's a nice touch to the vignette to have a sweet sign there.

### *Favor Table Sign and/or Tags*

Making it clear with a small sign that guests are meant to take the favor is always a good idea. Also, you may want to create some sort of fun tag or packaging to go on the favor itself.

### *Hashtag sign*

Spread a few signs around so people know what hashtag to use and you can browse all the photos the next day!

### *Bar sign*

Make it easier on guests and the bartender - place a sign so they know what's available at the bar.

### *Dessert Table / Wedding Cake Sign*

Share the details of the wedding cake or set up a fun dessert display with small cards to identify each yummy treat.

### *Transportation sign*

It's not the worst idea to have a sign somewhere at your event with a few cab company numbers.

### *After Party sign*

Hosting an after party? Spread the word by posting a few signs around letting guests know where to go after the reception ends.



Left  
place card with identifying colors for meal choices  
Right  
simple tented place card



Left  
tented escort card  
Right  
escort card in a tag shape

# ESCORT CARDS & PLACE CARDS





## MENUS

Top Left

round to fit inside the plate perfectly,  
not personalized

Top Right

5x7 with rounded corners, personalized for  
each guest

Bottom Left

5x7, personalized for each guest

Bottom Right

5x7, one menu for all guests





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FAVOR TAGS  
*Top left and right*

SIGNAGE  
*Guestbook signs, bottom image*



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