

# Contingency Plan for Wedding Reception

Date: [Date of Wedding]

To: [Recipient's Name]

From: [Your Name]

## Subject: Contingency Plan for Wedding Reception

Dear [Recipient's Name],

As we approach the wedding reception planned for [Date], I would like to outline our contingency plan to ensure a smooth event regardless of unforeseen circumstances.

### 1. Weather Conditions

If inclement weather occurs, the reception will be moved from [Outdoor Location] to [Indoor Location]. All vendors will be informed in advance.

### 2. Venue Issues

In case of venue unavailability, an alternative venue has been booked at [Alternative Venue Name]. Contact details are as follows: [Contact Information].

### 3. Vendor Reliability

We have secured backup vendors for critical services such as catering and photography. Their details are listed below:

- Catering: [Backup Catering Company Name, Contact Information]
- Photography: [Backup Photography Company Name, Contact Information]

### 4. Health and Safety Protocols

We will adhere to current health guidelines, ensuring that all guests feel safe. Sanitization stations will be available throughout the venue.

### 5. Emergency Contacts

In case of emergencies, I can be reached at [Your Phone Number] and [Backup Contact Name/Number].

Thank you for your understanding and cooperation. If you have any questions or concerns regarding this contingency plan, please feel free to reach out.

Best regards,

[Your Name]

[Your Contact Information]

[Your Wedding Planner's Name, if applicable]