

Reception Worksheet

Option #1

Reception hall: _____

Address: _____

Contact person: _____

Phone: (Office) _____

(Home) _____

Reception details

Date: _____ Time: _____

Number of guests: _____

Adequate space for band/DJ/dancing? _____

Music begins: _____ Ends: _____

Deliveries (flowers, equipment, etc.) – when, where?:

Liquor will be provided by: _____ Facility
_____ Bride/Groom

Number of bartenders: _____

Hours: _____

Bar closed during meals? _____

Hors d'oeuvres: _____

Hors d'oeuvres served from: _____ to _____

Number of tables: _____

Chairs per table: _____

Linens provided: _____

Centerpieces provided: _____

Dinner menu: _____

Serving time: _____

Number of servers: _____

Miscellaneous

Ample photography settings? _____

Parking: Self or valet? _____

Cost per person: _____

Total cost: _____

Deposit: _____

Balance: _____

Option #2

Reception hall: _____

Address: _____

Contact person: _____

Phone: (Office) _____

(Home) _____

Reception details

Date: _____ Time: _____

Number of guests: _____

Adequate space for band/DJ/dancing? _____

Music begins: _____ Ends: _____

Deliveries (flowers, equipment, etc.) – when, where?:

Liquor will be provided by: _____ Facility
_____ Bride/Groom

Number of bartenders: _____

Hours: _____

Bar closed during meals? _____

Hors d'oeuvres: _____

Hors d'oeuvres served from: _____ to _____

Number of tables: _____

Chairs per table: _____

Linens provided: _____

Centerpieces provided: _____

Dinner menu: _____

Serving time: _____

Number of servers: _____

Miscellaneous

Ample photography settings? _____

Parking: Self or valet? _____

Cost per person: _____

Total cost: _____

Deposit: _____

Balance: _____