

RECEPTION CHECKLIST

Bring this checklist with you when you're obtaining bids from reception facilities. Hotels, banquet halls and restaurants offer a variety of packages that differ considerably. You should plan to book a facility six to 18 months before your wedding.

Number of guests _____

Room capacity _____

Hours available _____

Set-up Time _____

Head Count Deadline _____

Menu Select Deadline _____

Deposit Deadline _____

Final Payment Deadline _____

PROVIDED?

- Private Room
- Staff
- Catering Service
- Head Table
- Guest Tables
- Linens
- China
- Stemware
- Glassware
- Flowers
- Cake
- Cake Cutting
- Cake Table
- Guest Book Table
- Gift Table
- Stage
- Sound System
- Piano
- Bar
- Bartender
- Decorations
- Clean-up
- Champagne
- Valet Parking
- Taxes and Gratuity
- Receiving Line Area
- Wedding Coordinator

AVAILABLE?/COST

- _____
- _____
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