

RECEPTION CHECKLIST

The choice for your reception is probably the most complex, as each facility differs considerably. The checklist below should help you determine if it meets your needs. Book your facility 6 to 18 months before the wedding.

	Need	Available/Cost
Private Room	_____	_____
Room Capacity	_____	_____
Hours Available	_____	_____
Staff	_____	_____
Head Table	_____	_____
# of Guest Tables	_____	_____
Linens	_____	_____
China	_____	_____
Stemware	_____	_____
Glassware	_____	_____
Flowers	_____	_____
Cake	_____	_____
Cake Cutting Charge	_____	_____
Stage	_____	_____
Sound System	_____	_____
Piano	_____	_____
Guest Book Table	_____	_____
Gift Table	_____	_____
Cake Table	_____	_____
Catering Service	_____	_____
Bar	_____	_____
Bartender	_____	_____
Air Conditioning	_____	_____
Set-Up Time	_____	_____
Decorations	_____	_____
Clean-Up Charge	_____	_____
Champagne Cost	_____	_____
Corkage Fee	_____	_____
Valet Parking	_____	_____
Taxes & Gratuity	_____	_____
Receiving Line Area	_____	_____
Wedding Coordinator	_____	_____
Head Count Deadline	_____	_____
Menu Selection Deadline	_____	_____
Deposit Deadline	_____	_____
Final Payment Deadline	_____	_____
_____	_____	_____
_____	_____	_____