YOUR RECEPTION SITE

Site _____

Contact _____ Recommended by _____

Address _____ Phone _____

Coat check fees _____ Valet fees _____ Janitorial fees _____

Gratuities _____ Bar fees _____ Overtime charges _____

Additional fees _____

Cost _____ Sales tax _____ Total _____

Deposit _____ Date due _____ Balance _____ Date due _____

Date reserved _____ Time reserved _____

Final guest count _____ Date turned in _____

Earliest arrival time _____ Reception length _____

Linens (cost, number of tablecloths/napkins, etc.) _____
_____

Dinnerware (cost, number, etc.) _____
_____

Tables and chairs (cost, number, sizes, etc.) _____
_____

Bar information (open/cash, hours, prices, etc.) _____
_____

Decorations supplied (amount, cost, etc.) _____
_____

Number of servers _____ Number of bartenders _____

SETUP TIMES

Caterer _____ Baker _____

Musicians _____ Dance floor _____

Photographer _____ Videographer _____

Florist _____ Bartender _____

Tables and chairs _____ Place settings _____

Accessories (place cards, matches, etc.) _____

Tent _____

Security deposit ☐ yes ☐ no Amount _____ Date returned _____

Cancellation policy _____

Notes _____

GETTING ASSISTANCE

Person in charge of guest book _____

Person in charge of place cards _____

Person in charge of transporting gifts _____

EQUIPMENT RENTAL

Rental company _____ Contact _____

Address _____ Phone _____

Cost _____ Sales tax _____ Total _____

Deposit _____ Date due _____ Balance _____ Date due _____

Items ordered _____

_____

_____

Delivery/pickup information _____

Security deposit ☐ yes ☐ no Amount _____ Date returned _____

Damage policy _____

Insurance policy _____