



# RECEPTION WORKSHEET

Reception hall: \_\_\_\_\_

Rental pieces available, and cost: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Number of tables: \_\_\_\_\_

Phone: (Office) \_\_\_\_\_

Chairs per table: \_\_\_\_\_

Linens provided:  Yes  No

Phone: (Cell) \_\_\_\_\_

Centerpieces provided:  Yes  No

**DINNER MENU:** \_\_\_\_\_

## RECEPTION DETAILS

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Adequate space for band/DJ/dancing? \_\_\_\_\_

Music begins: \_\_\_\_\_ Ends: \_\_\_\_\_

Deliveries (flowers, cake, etc.) — when, where? \_\_\_\_\_

Special requests: \_\_\_\_\_

Liquor will be provided by:  Facility  Bride/Groom

Number of bartenders: \_\_\_\_\_

Serving time: \_\_\_\_\_ to: \_\_\_\_\_

Hours: \_\_\_\_\_

Number of servers: \_\_\_\_\_

Bar closed during meal?  Yes  No

## HORS D'OEUVRES:

## MISCELLANEOUS

Hors d'oeuvres served from: \_\_\_\_\_ to: \_\_\_\_\_

Ample photography settings?  Yes  No

Hors d'oeuvres menu: \_\_\_\_\_

Parking  Self  Valet \_\_\_\_\_

Cost per person: \_\_\_\_\_

Deposit: \_\_\_\_\_

Balance: \_\_\_\_\_

Total cost: \_\_\_\_\_