

~ Reception Checklist ~

Venue _____	Contact _____
Address _____	Phone _____
Website _____	Email _____

Important Reception Information

Dates Available _____

Capacity for seated dinner _____ Capacity for cocktail reception _____

Site/Room Fee \$ _____ Minimum \$ _____ Deposit \$ _____

What is included in the above prices (tax, gratuity, etc.)? _____

Deposit Due Date ___/___/___ Final Payment Due Date ___/___/___ Due Date for Final Count ___/___/___

Cancellation Policy _____

What the Reception Facility Provides

Service	Cost	Service	Cost
<input type="checkbox"/> Catering	\$	<input type="checkbox"/> Coatroom	\$
<input type="checkbox"/> Liquor	\$	<input type="checkbox"/> Bridal Room	\$
<input type="checkbox"/> Other Drink Services (Soda, Coffee, etc.)	\$	<input type="checkbox"/> Tables	\$
<input type="checkbox"/> Dance Floor	\$	<input type="checkbox"/> Chairs	\$
<input type="checkbox"/> Centerpieces	\$	<input type="checkbox"/> Plates/Silver	\$
<input type="checkbox"/> Setup/Cleanup	\$	<input type="checkbox"/> Linens	\$
<input type="checkbox"/> Adequate Parking	\$	<input type="checkbox"/> Chair Covers	\$
<input type="checkbox"/> Valet Parking	\$	<input type="checkbox"/> Projector & Screen	\$
<input type="checkbox"/> Handicap Parking	\$	<input type="checkbox"/> Microphone	\$
<input type="checkbox"/> Handicap Access		<input type="checkbox"/> Sufficient Power	\$
<input type="checkbox"/> Servers	\$	<input type="checkbox"/> On-site Coordinator	\$
<input type="checkbox"/> Bartenders	\$	<input type="checkbox"/> Photo spots	\$
<input type="checkbox"/> Champagne Pour	\$	<input type="checkbox"/> Decorations	\$
<input type="checkbox"/> Shuttle to Hotel	\$	<input type="checkbox"/> Wedding Cake	\$
<input type="checkbox"/> Access to the room before to decorate	\$	<input type="checkbox"/> Cake Cutting	\$
		<input type="checkbox"/> Food tasting	\$
		<input type="checkbox"/> Security	\$



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