

RECEPTION CHECKLIST

** You may use several copies of this checklist while researching your reception venue.*

Notes

RECEPTION VENUE		
Phone & Contact:		
Budget Cost:		Actual Cost:
Number of Guests:		
Room Capacity:		
Hours Location Available:		
AVAILABLE?	Cost	Notes
<input type="checkbox"/> Private Room		
<input type="checkbox"/> Staff		
<input type="checkbox"/> Catering Service		
<input type="checkbox"/> Head Table		
<input type="checkbox"/> Guest Tables		
<input type="checkbox"/> Linens		
<input type="checkbox"/> China		
<input type="checkbox"/> Stemware		
<input type="checkbox"/> Glassware		
<input type="checkbox"/> Flowers		
<input type="checkbox"/> Cake		
<input type="checkbox"/> Cake Cutting		
<input type="checkbox"/> Cake Table		
<input type="checkbox"/> Guest Book Table		
<input type="checkbox"/> Gift Table		
<input type="checkbox"/> Stage		
<input type="checkbox"/> Sound System		
<input type="checkbox"/> Piano		
<input type="checkbox"/> Bar		
<input type="checkbox"/> Un-cork Champaign		
<input type="checkbox"/> Bartender		
<input type="checkbox"/> Air Conditioning		
<input type="checkbox"/> Decorations		
<input type="checkbox"/> Clean-up		
<input type="checkbox"/> Taxes and Gratuity		
<input type="checkbox"/> Wedding Coordinator		
<input type="checkbox"/> Valet Parking		