



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