

# your reception worksheet

## Option #1

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

Contact person: \_\_\_\_\_  
Phone: (Office) \_\_\_\_\_  
(Alternate) \_\_\_\_\_

## Reception Details

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Number of guests: \_\_\_\_\_  
Adequate space for band/DJ/dancing? \_\_\_\_\_  
Music begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
Deliveries (flowers, equip., etc.) when, where? \_\_\_\_\_

Number of bartenders: \_\_\_\_\_  
Hours: \_\_\_\_\_  
Bar closed during meal? \_\_\_\_\_  
Hors d'oeuvres: \_\_\_\_\_  
Hors d'oeuvres served from: \_\_\_\_\_ to \_\_\_\_\_  
Number of tables: \_\_\_\_\_  
Chairs per table: \_\_\_\_\_  
Linens provided: \_\_\_\_\_  
Centerpieces provided: \_\_\_\_\_  
Dinner menu: \_\_\_\_\_

Serving time: \_\_\_\_\_  
Number of servers: \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_

Ample photography settings: \_\_\_\_\_  
Parking: Self or valet? \_\_\_\_\_  
Cost per person: \_\_\_\_\_  
Total cost: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Balance: \_\_\_\_\_

## Option #2

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

Contact person: \_\_\_\_\_  
Phone: (Office) \_\_\_\_\_  
(Alternate) \_\_\_\_\_

## Reception Details

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Number of guests: \_\_\_\_\_  
Adequate space for band/DJ/dancing? \_\_\_\_\_  
Music begins: \_\_\_\_\_ Ends: \_\_\_\_\_  
Deliveries (flowers, equip., etc.) when, where? \_\_\_\_\_

Number of bartenders: \_\_\_\_\_  
Hours: \_\_\_\_\_  
Bar closed during meal? \_\_\_\_\_  
Hors d'oeuvres: \_\_\_\_\_  
Hors d'oeuvres served from: \_\_\_\_\_ to \_\_\_\_\_  
Number of tables: \_\_\_\_\_  
Chairs per table: \_\_\_\_\_  
Linens provided: \_\_\_\_\_  
Centerpieces provided: \_\_\_\_\_  
Dinner menu: \_\_\_\_\_

Serving time: \_\_\_\_\_  
Number of servers: \_\_\_\_\_  
Miscellaneous: \_\_\_\_\_

Ample photography settings: \_\_\_\_\_  
Parking: Self or valet? \_\_\_\_\_  
Cost per person: \_\_\_\_\_  
Total cost: \_\_\_\_\_  
Deposit: \_\_\_\_\_  
Balance: \_\_\_\_\_

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# your reception worksheet

## Option #3

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

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

\_\_\_\_\_

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

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

(Alternate) \_\_\_\_\_

## Reception Details

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

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

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

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

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

\_\_\_\_\_

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

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

Bar closed during meal? \_\_\_\_\_

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

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

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

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

Linens provided: \_\_\_\_\_

Centerpieces provided: \_\_\_\_\_

Dinner menu: \_\_\_\_\_

\_\_\_\_\_

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

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

Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

Ample photography settings: \_\_\_\_\_

Parking: Self or valet? \_\_\_\_\_

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

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

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

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

## Option #4

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

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

\_\_\_\_\_

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

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

(Alternate) \_\_\_\_\_

## Reception Details

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

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

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

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

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

\_\_\_\_\_

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

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

Bar closed during meal? \_\_\_\_\_

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

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

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

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

Linens provided: \_\_\_\_\_

Centerpieces provided: \_\_\_\_\_

Dinner menu: \_\_\_\_\_

\_\_\_\_\_

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

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

Miscellaneous: \_\_\_\_\_

\_\_\_\_\_

Ample photography settings: \_\_\_\_\_

Parking: Self or valet? \_\_\_\_\_

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

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

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

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