Wedding Reception Worksheet

Contact #1

Name_____
Phone Number_____
E-Mail_____

Contact #2

Name_____
Phone Number_____
E-Mail_____

Ceremony Information

of Guests_____
Location of Ceremony_____
Time of Ceremony_____Length_____
If In Lyric:
# of Guests_____
Decorations:_____
_____

Reception Schedule

Guests Arrive/Bar Open _____p.m.
Hors d'oeuvres Served _____p.m.
Wedding Couple Arrive _____p.m.
Grand March Y/N _____p.m.
Dinner Served _____p.m.
Dance Ends/Music Stops _____p.m.
Other Timing:_____

Hor d'oeuvres

Selection(s)_____
_____
Special Instructions:_____

Dinner

If Plated:
Selection(s):_____
_____
Children's Meals: Y/N Estimated #_____
Vegetarian Meals: Y/N Estimated #_____
Dessert:_____

Late Night Bites

Selection(s):_____
_____

Bar/Beverage Information

Cash Bar: Y/N Begins_____
Host Bar: Y/N Begins_____ Ends_____
Beverages Provided by Host:
Keg Beer: Y/N
Keg Brand(s)_____
Total # of Kegs_____ # on Reserve:_____

Host Wine: Y/N # of Bottles:_____
Wine Selection(s)_____

Champagne Toast: Y/N
# of Bottles:_____

Non-Alcoholic Beverages: Y/N
Punch, Lemonade, or Iced Tea
# of Gallons:_____
Soda available at Bar: Y/N

Is Wedding Couple 21+ Y/N
Is Wedding Party 21+ Y/N
Wedding Party Be Prepared to Show ID

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Decorating

Wedding Color(s)_____
Tablecloth Color: Ivory Black
Napkin Color: Ivory Black
Centerpieces/Decorations (Description) __
_____
Up-Lighting: Y/N Company_____
Decorator or Self
Decorating:_____
Name/Contact of Decorator:
_____
Draping of Room: Y/N
Where is draping being placed?
_____
Photo booth: Y/N
Florist Delivery: Y/N

Room Set Up

Total of Head Table (including couple):_____
Head table Setup:
On Riser Gathering Table
Assigned Seating: Y/N
If No, Number of Reserved Tables:_____

Slideshow

Slideshow: Y/N Begins_____p.m.
Audio Needed for Slideshow: Y/N

Dance/Entertainment

Band/ DJ Name:_____
Phone #_____ Set Up Time_____

Special Reminders:

- All Food and Beverage must go through our in house catering (besides food in hospitality room)
- Menu prices are locked into place 12 months prior to wedding
- Food and beverage information must be provide 3 weeks in advance and final total 7 business days prior
- Any remaining food or beverage may not be taken off the property
- You can bring in your own dessert- no vendor specifics required
- Glitter and confetti of any kind is prohibited in the space and could lead to a cleaning fee
- Final payment is due 7 business days prior