

Reception Site

WORKSHEET



1

2

3

Reception Site			
Address			
Phone			
Contact			
Hours			

♥ **QUESTIONS TO ASK GENERAL**

• What dates and times are available?			
• At what time can we start the reception, and at what time do we have to leave?			
• Can this site be used for the wedding as well as the reception?			
• Which room(s) are available?			
• Am I guaranteed this room, or is there a chance I will be switched to another?			
• Who will be here to coordinate my wedding?			
• Do you provide a master of ceremonies, or should the band (DJ) to do that?			
♥ THE LOOK OF THE ROOM			
• How many can be seated in this room?			
• How will this room look on my wedding day?			
• How large a head table can it accommodate?			
• Where the receiving line be?			
• Where would the head table be located?			
• Where would the cake table be?			
• Where is the dance floor?			
• Are there tables reserved for parents/grandparents?			
• Where would those tables be located?			
• How many guests are seated at each table?			
• Can we have larger (or smaller) tables?			
• How are the servers attired?			
♥ MENU			
• What different menus or options are available?			
• What is the cost, per person, for each menu option?			
• Are these served sit-down or buffet-style?			
• If a buffet, is there a carving table?			
• If a buffet, how many lines will be provided?			
• If a sit-down, will there be adequit servers so all guests are served at approximately the same time?			
• What exactly is included in these menus?			
• What is not included in these menus?			
• Are substitutions allowed, and how much are they?			
• What is the minimum number of people required for each menu?			
• Is there someone to cut and serve the wedding cake?			
• How do you accommodate dietary restrictions?			

Reception Site

WORKSHEET

1

2

3

	1	2	3
♥ BEVERAGES			
• If I don't have a bar, are there any beverage fees?			
• Is an open bar required?			
• If so, for how long, and at what times?			
• If not, what is the cost, per person, for the open bar?			
• What is included in the open bar (well drinks, house drinks, mixers)?			
• Do you serve both domestic and imported beer?			
• What is the cost for a keg of beer?			
• Are non-alcoholic beverages available, such as punch and coffee?			
• Is coffee available all evening? If not, can it be made available?			
• What is not included in the open bar?			
• If we have a cash bar, is there a fee for a bartender?			
• Is there a corking fee?			
• What is the cost (per bottle or per person) for wine/champagne to toast?			
♥ DECORATIONS			
• How is the head table decorated?			
• How will the cake table be decorated?			
• How are the guests' tables decorated?			
• Will the tables have skirting?			
• Are there different colors of linens available?			
• If so, what colors can I choose from?			
• What kinds of decorations are allowed in this room?			
• Can we bring in our own decorations?			
• Do you provide or allow fountains?			
• Do you provide centerpieces or candles?			
• Can the lighting be dimmed for dinner?			
• What are your restrictions on decorating?			
• At what time will the room be available for decorating?			
♥ FACILITIES			
• Is there a room available for us to change into our going-away clothes?			
• Are there adequate parking facilities?			
• Are there adequate kitchen facilities (if food is not provided)?			
• Is there room for the band/DJ?			
• How many electrical outlets are provided for the musicians?			
• Do you provide background music if I don't have a band or DJ?			
• Where are the restrooms located?			
• Are the reception hall and restrooms handicapped accessible?			
• Is valet parking offered?			
• Is there a cloakroom attendant?			
• Where are the fire exits located?			
• Are you covered by liability insurance?			
• Is the room heated (air conditioned)?			

Reception Site

WORKSHEET

1

2

3

<p>♥ FINANCES</p> <ul style="list-style-type: none"> • Are there any discount days in the time near when I want my wedding? 			
<ul style="list-style-type: none"> • Do you have any types of packages? 			
<ul style="list-style-type: none"> • Are there overtime charges? 			
<ul style="list-style-type: none"> • Are there any clean up charges, for confetti or rice? 			
<ul style="list-style-type: none"> • What are the sales tax/service fees? 			
<ul style="list-style-type: none"> • How much of a deposit is due? 			
<ul style="list-style-type: none"> • When is the balance due? 			
<ul style="list-style-type: none"> • How must the balance be paid? 			
<ul style="list-style-type: none"> • When do you need a head count? 			
<ul style="list-style-type: none"> • What if more people show up? 			
<ul style="list-style-type: none"> • What is your cancellation policy? 			
<ul style="list-style-type: none"> • Does your contract state everything; time, date, and all other details? 			
<p>♥ AT A HOTEL RECEPTION SITE</p> <ul style="list-style-type: none"> • Are rooms available at a group rate? 			
<ul style="list-style-type: none"> • How many rooms do you require reserved for the group rate? 			
<ul style="list-style-type: none"> • Are registration cards provided to out-of-town guests? 			
<ul style="list-style-type: none"> • Is transportation available (airport pickup)? 			
<ul style="list-style-type: none"> • Do they need to reserve the room with a charge card? 			
<ul style="list-style-type: none"> • When must they check in/out 			
<ul style="list-style-type: none"> • Is there a hospitality suite available between the wedding and reception? 			
<ul style="list-style-type: none"> • If so, what is the price? 			
<ul style="list-style-type: none"> • Does the new couple receive a discounted (or free) room? 			
<p>♥ AT A RESTAURANT RECEPTION SITE</p> <ul style="list-style-type: none"> • How will we be separated from other patrons? 			
<ul style="list-style-type: none"> • Will the restaurant be closed during our reception, or still serving? 			
<ul style="list-style-type: none"> • Will we need to walk through the restaurant to access restrooms or bar? 			
<p>♥ USING AN INDEPENDENT CATERER</p> <ul style="list-style-type: none"> • Can we use outside caterers? 			
<ul style="list-style-type: none"> • Are kitchen facilities available? 			
<ul style="list-style-type: none"> • If so, may I see them, or bring the caterer in to see them? 			
<ul style="list-style-type: none"> • Do you need to meet with the caterer before the reception date? 			
<ul style="list-style-type: none"> • When can the caterer set up? 			
<ul style="list-style-type: none"> • When must the caterer leave? 			
<p>♥ MUSIC</p> <ul style="list-style-type: none"> • Are there any restriction on musicians or disc jockeys? 			
<ul style="list-style-type: none"> • Where will the musicians set up? 			
<ul style="list-style-type: none"> • At what time can they get into the room to set up? 			
<ul style="list-style-type: none"> • At what time must they leave? 			
<ul style="list-style-type: none"> • Can they use lights or a mirror ball? 			
<ul style="list-style-type: none"> • Is there adequate soundproofing between rooms? 			