

RECEPTION PLANNER

The location, food, drinks, decor and entertainment all play important roles in creating the perfect ambiance and will have to be arranged carefully. Choosing a location will determine many things about your wedding day, such as what the style and formality of the attire will be, and whether or not you will hire a separate food and beverage caterer.

Ask the Right Questions

- May I tour your site?
- May I see photographs or other receptions held here?
- What areas and rooms will we have access to? Are there any restrictions?
- Are there convenient and adequate restrooms? Are they handicap accessible?
- Are there adequate electrical outlets for the entertainer?
- Do you provide any equipment such as a sound system, AV or PA system?
- Are there any restrictions on decor, photography, videography, smoking or bar service?
- Will you provide valet, coat check, restroom, bar and door attendants?
- Is there ample parking for guests?
- Is there an onsite caterer? Are we required to use your caterer? Are offsite caterers allowed?
- Do you have any other events scheduled the day of my wedding? How many events do you allow to be scheduled per day?
- Is there a certain time when we must leave?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

location	DATES AVAILABLE	LOCATION	SIZE	USED FOR
	_____	<input type="checkbox"/> Indoor	<input type="checkbox"/> Small (<100)	<input type="checkbox"/> Ceremony
	_____	<input type="checkbox"/> Outdoor	<input type="checkbox"/> Medium (100-250)	<input type="checkbox"/> Reception
	_____	<input type="checkbox"/> Same site as ceremony	<input type="checkbox"/> Large (250+)	<input type="checkbox"/> Dressing
_____	<input type="checkbox"/> Walking distance from ceremony		<input type="checkbox"/> Overnight rooms	
		Within _____ miles of ceremony site		

site services	SERVICES PROVIDED	RENTALS AVAILABLE	decorations	
	<input type="checkbox"/> Rooms	<input type="checkbox"/> Tables		PROVIDED
	<input type="checkbox"/> Food	<input type="checkbox"/> Chairs & chair covers		<input type="checkbox"/> Head table
	<input type="checkbox"/> Beverage/Alcohol	<input type="checkbox"/> China, glassware, silverware & serving dishes		<input type="checkbox"/> Guest tables
<input type="checkbox"/> Disabled access	<input type="checkbox"/> Linens	<input type="checkbox"/> Cake table		
<input type="checkbox"/> Adequate parking		<input type="checkbox"/> Guest book table		
<input type="checkbox"/> Valet	Ratio of guests to servers: _____	BRINGING OWN DECORATIONS		
<input type="checkbox"/> Coat check		What are decorating restrictions? _____		
<input type="checkbox"/> On-site wedding coordinator		_____		
<input type="checkbox"/> Staff to cut the cake		When can decorations/favors come in? _____		
<input type="checkbox"/> More than one event at a time		_____		

style	RECEPTION	SITE FEATURES	COLOR SCHEME
	<input type="checkbox"/> Old-world, ornate	<input type="checkbox"/> Great entrance	<input type="checkbox"/> Pastels
	<input type="checkbox"/> Modern	<input type="checkbox"/> Chandeliers	<input type="checkbox"/> Jewel tones
	<input type="checkbox"/> Formal	<input type="checkbox"/> Marble	<input type="checkbox"/> Neutral tones
	<input type="checkbox"/> Rustic	<input type="checkbox"/> Piano	<input type="checkbox"/> Bold/bright
	<input type="checkbox"/> Fun, funky	<input type="checkbox"/> Balcony	
	<input type="checkbox"/> Casual	<input type="checkbox"/> Fabulous staircase	
	<input type="checkbox"/> Intimate	<input type="checkbox"/> Fireplace	
		<input type="checkbox"/> Hardwood floors	
		<input type="checkbox"/> Great view	
		<input type="checkbox"/> Stunning windows/window treatment	
		<input type="checkbox"/> Nice changing area/restrooms	
		<input type="checkbox"/> Dance floor meets my size requirements	