

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 <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor <input type="checkbox"/> Same site as ceremony <input type="checkbox"/> Walking distance from ceremony Within _____ miles of ceremony site	SIZE <input type="checkbox"/> Small (<100) <input type="checkbox"/> Medium (100-250) <input type="checkbox"/> Large (250+)	USED FOR <input type="checkbox"/> Ceremony <input type="checkbox"/> Reception <input type="checkbox"/> Dressing <input type="checkbox"/> Overnight rooms
SITE SERVICES	SERVICES PROVIDED <input type="checkbox"/> Rooms <input type="checkbox"/> Food <input type="checkbox"/> Beverage/Alcohol <input type="checkbox"/> Disabled access <input type="checkbox"/> Adequate parking <input type="checkbox"/> Valet <input type="checkbox"/> Coat check <input type="checkbox"/> On-site wedding coordinator <input type="checkbox"/> Staff to cut the cake <input type="checkbox"/> More than one event at a time	RENTALS AVAILABLE <input type="checkbox"/> Tables <input type="checkbox"/> Chairs & chair covers <input type="checkbox"/> China, glassware, silverware & serving dishes <input type="checkbox"/> Linens Ratio of guests to servers: _____	DECORATIONS PROVIDED <input type="checkbox"/> Head table <input type="checkbox"/> Guest tables <input type="checkbox"/> Cake table <input type="checkbox"/> Guest book table BRINGING OWN DECORATIONS What are decorating restrictions? _____ When can decorations/favors come in? _____	
STYLE	RECEPTION <input type="checkbox"/> Old-world, ornate <input type="checkbox"/> Modern <input type="checkbox"/> Formal <input type="checkbox"/> Rustic <input type="checkbox"/> Fun, funky <input type="checkbox"/> Casual <input type="checkbox"/> Intimate	SITE FEATURES <input type="checkbox"/> Great entrance <input type="checkbox"/> Chandeliers <input type="checkbox"/> Marble <input type="checkbox"/> Piano <input type="checkbox"/> Balcony <input type="checkbox"/> Fabulous staircase <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		