



Today's Bride

# The Reception



# The Reception

Time to celebrate!

Months of planning will come to fruition at your reception. Make sure you know all the details now, so you won't have to worry about them later.

## Contact Info

Venue Name

\_\_\_\_\_

Contact Name

\_\_\_\_\_

Day-of Contact

\_\_\_\_\_

Phone Number

\_\_\_\_\_

Email

\_\_\_\_\_

Available on preferred date

Alternative Date: \_\_\_\_\_

### I have checked out their

- Website
- Facebook
- Instagram
- Pinterest

## Discounts Alert!

If you are flexible with your wedding date, talk with your venue to see if they offer discounts for Friday or Sunday receptions.

## The Venue

How far in advance should I book your facility?

Which rooms are available for the reception?

What is the room's capacity?

How many restrooms do you have?

What are your decorating guidelines?

How early can we access the room?

Will I be the only wedding that day?  Y  N

Notes:

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\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

Is there a bridal room?  Y  N

Is there a fee for parking?  Y  N

Is there a dance floor?  Y  N

Is there valet service?  Y  N

Is there a stage?  Y  N

Is there a coat check?  Y  N

Do you have an outdoor location for photos?  Y  N

Is there a fee if the reception runs long?  Y  N

Notes:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





**The Details**

Will the staff be available for the entire reception?

Do you have a wedding consultant?

How do you coordinate with other wedding vendors?

Do you have in-house decorators?

Do you rent out:  Chair covers  Linens

Do you provide security?

What other services do you provide?

Catering  Rentals  Bar Service  Other

Can I bring in outside vendors?

Notes:

Lined area for notes.

Cancellation & Refund Policy:

Lined area for cancellation and refund policy.

**Package Info**

Multiple horizontal lines for package information.

**Fast Facts**

Head count due

\_\_\_\_\_

Total cost of package

\$ \_\_\_\_\_

Additional fees

\$ \_\_\_\_\_

Tax & gratuity

\$ \_\_\_\_\_

Deposit due

\_\_\_\_\_

Accepts credit cards

Accepts monthly payments

Amount: \_\_\_\_\_