

Wedding Preparation

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

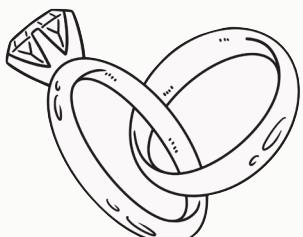
The Venue

- What is your availability?
- What is the capacity?
- How far in advance should we book your facility?
- What is the capacity for the reception space?
- Is there a rental fee?
- When can we have access to the space?
- Do you offer a discount for weekday or off-season weddings?
- Can we bring in outside vendors?
- Is there a fee to extend the reception?
- Do you have an in-house caterer?
- Do you have a preferred caterer?

Notes:

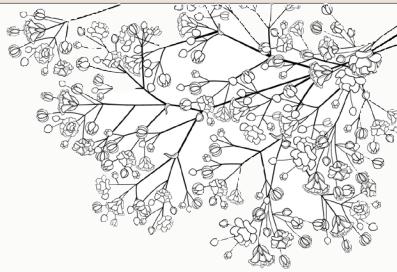
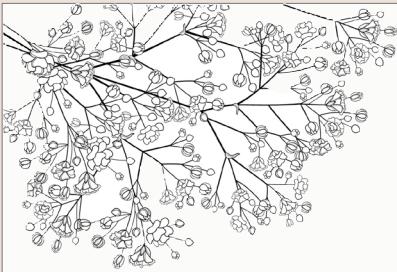
I have checked out their

- Website
- Instagram
- Today's Bride Vendor Profile
- Facebook
- 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.



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The Details

- What is your availability?
- What is the capacity?
- Do you provide security?
- What other services do you provide?
- Will the staff be available for the entire reception?
- Do you have a venue coordinator?
- How do you work with outside vendors?
- Do you have in-house decorators?
- Do you offer in-house rentals?

Notes:

Package Info

Fast Facts

Head count due

Total cost of package

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Additional fees

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Tax & gratuity

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Deposit due

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Accepts credit cards?

Accepts monthly payments?

Amount: \$