

RECEPTION DETAILS

Use this page to record all of the vendors you have selected to help make your reception a party. It's your first celebration as husband and wife – so make it great.

Venue:

Location _____ Seating capacity _____

Address _____ Phone _____

Manager _____

Rental cost _____ Deposit _____

Final payment due date _____ Equipment rental fee _____

Date / time room is available for decorating _____

Tables and chairs provided Yes No Quantity needed _____

Linens provided Yes No Quantity needed _____

Cleanup requirements _____

Food:

Caterer _____ Phone _____

Meal description _____

Baker _____ Phone _____

Cake description _____

Entertainment:

DJ / Band _____ Cost _____

Contact person _____ Phone _____

Arrival time _____ Hours of music _____

Songs:

Father / daughter dance _____ Mother / son dance _____

First dance _____ Parents' dance _____

Throwing bouquet _____ Garter toss _____

Wedding party dance _____ Dollar or traditional dance _____

Last dance _____ Other _____