

reception details

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 _____

Clean up requirements _____

food

Caterer _____ Phone _____

Meal description _____

Baker _____ Phone _____

Cake description _____

entertainment

DJ/Band _____ Cost _____

Contact person _____ Phone _____

Arrival time _____ Hours of music _____