

# 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 \_\_\_\_\_