

# Reception Planner

Location \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

Email Address \_\_\_\_\_

*Check all that apply*

**LOCATION:**

- Indoor
- Outdoor
- Same site as ceremony
- Walking distance from ceremony

**SIZE:**

- Small (under 100)
- Medium (100-250)
- Large (250 or more)

**USED FOR:**

- Ceremony
- Reception
- Dressing
- Overnight rooms

**SERVICES PROVIDED:**

- Rooms
- Food
- Beverage/Alcohol
- Disabled Parking
- Adequate Parking
- Valet
- Coat Check
- On-Site Wedding Coordinator
- Staff to cut the cake
- More than one event at a time

**RENTALS AVAILABLE:**

- Tables
- Chairs and chair covers
- China, glassware, silverware, and serving dishes
- Linens

**COLOR SCHEME:**

- Pastels
- Jewel Tones
- Neutral Tones
- Bold/Bright

**SITE FEATURES:**

- Grand Entrance
- Chandeliers
- Baby Grand Piano
- Balcony
- Grand Staircase
- Fireplace
- Hardwood Floors or Marble
- Great View
- Stunning
- Windows/Window Treatments
- Bridal Changing Area
- Restrooms
- Dance Floor
- Meets Size Requirements
- Sound System (microphones, speakers)

**DECORATIONS:**

- Head Table
- Guest Tables
- Cake Table
- Guest Book Table
- Gift Table

**RECEPTION STYLE:**

- Old-world, ornate
- Modern
- Formal
- Rustic
- Casual
- Intimate

**BRINGING OWN DECORATIONS:**

What are decorating restrictions?

\_\_\_\_\_  
\_\_\_\_\_

**WHEN CAN DECORATIONS BE ASSEMBLED?**

\_\_\_\_\_  
\_\_\_\_\_

**RATIO OF GUESTS TO SERVERS:**

\_\_\_\_\_