

Some guests remember the flowers. Some will remember the music. Still others remember the cuisine. But when it's all said and done, all will remember the setting.

print the Elegala.com list of questions to ask your reception site and attach to this workbook
<http://www.elegala.com/reception-questions.pdf>

notes and ideas - notes on reception style/theme: _____

notes on geographic location: I would like the reception site to be within ____miles of _____(location such as airport, hotel, ceremony site, etc.).

notes on size: My reception site must accommodate____guests (consider whether you would like a dance floor and whether you would like to have a seat for every guest).

prospective reception sites

reception site 1	reception site 2
contact name	contact name
appointment date and time	appointment date and time
address	address
telephone	telephone
email	email
web site	web site
maximum capacity	maximum capacity
proposal price \$	proposal price \$
notes	notes

reception site 3	reception site <i>final selection</i>
contact name	contact name
appointment date and time	address
address	telephone
telephone	email
email	web site
web site	maximum capacity
maximum capacity	notes
proposal price \$	
notes	

proposal	
total cost <i>(include all discussed services and fees)</i>	cancellation/refund policy
deposit \$ date sent	
balance \$ due date	final head count due by
reserved date and hours	
services provided by reception site/included in proposal	
other terms and conditions	

save and attach your final contract to this document