

Things to Remember – Reception Workbook

elegala.com

Reception Recap:

Find the perfect reception site – narrow down your choices by considering these factors:

- Theme and style of wedding
- Geographic location
- Size

Review potential reception sites – answer these questions before making a final decision:

- Total Cost Involved – have each reception site break down all fees for comparison
- Wedding Packages – does the site offer wedding packages, and if so – what is included?
- Amenities – are there any extras provided by the reception site that are of use to your wedding needs? (i.e. overnight accommodations, bridal changing rooms, coat room, convenient location etc.)
- Terms – make sure contract terms are fair and meet your needs

Reception Trends – infuse your reception with some style! Read our list of favorite ideas to infuse your reception with some style.

My Reception Planner

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 dancefloor and whether you would like to have a seat for every guest)

Potential Reception Sites

(note – print our list of “questions to ask your reception site” and attach to this workbook)

Reception Site 1 _____ Reception Site 2 _____

Contact _____ Contact _____

Appointment date and time _____ Appointment date and time _____

Address _____ Address _____

Telephone _____ Telephone _____

Email _____ Email _____

Website _____ Website _____

Maximum Capacity _____ Maximum Capacity _____

Notes _____ Notes _____

Reception Site 3 _____
Contact _____
Appointment date and time _____
Address _____
Telephone _____
Email _____
Website _____
Maximum Capacity _____
Notes _____

Reception Site 6 _____
Contact _____
Appointment date and time _____
Address _____
Telephone _____
Email _____
Website _____
Maximum Capacity _____
Notes _____

Reception Site 4 _____
Contact _____
Appointment date and time _____
Address _____
Telephone _____
Email _____
Website _____
Maximum Capacity _____
Notes _____

Reception Site Final Selection _____
Contact _____
Address _____
Telephone _____
Email _____
Website _____
Maximum Capacity _____
Notes _____

Reception Site 5 _____
Contact _____
Appointment date and time _____
Address _____
Telephone _____
Email _____
Website _____
Maximum Capacity _____
Notes _____

Proposal _____
(note – save and attach your final contract to this document)
Total Cost _____
(make sure this includes all discussed services and fees)
Deposit \$ _____ Date Sent _____
Balance \$ _____ Due Date _____
Reserved date and hours _____
Cancellation/refund policy _____

Services provided by reception site/included in this proposal:

Final headcount due by _____