

# Reception Checklist

- \_\_\_\_\_ Request for a wedding package
- \_\_\_\_\_ What is the facility rental fee?
- \_\_\_\_\_ What equipment are included and/or excluded?  
(example) Piano, dance floor, tables, chairs, table cloths, utensils, speakers, microphones, lighting, VCR players w/ TV screen, air condition, heater, kitchen facility.. (refer to budget guide)
- \_\_\_\_\_ What is the room capacity – for sit down - for buffet?
- \_\_\_\_\_ What is the security deposit requirement? Refunds policy?
  
- \_\_\_\_\_ What are the rules if any regarding decorations? Flowers? Balloons? Photography? Video taping? Entertainment (Music Volume), Cleaning-up?
- \_\_\_\_\_ Insurance requirements – if any?
- \_\_\_\_\_ Adequate parking? Valet service?
- \_\_\_\_\_ Catering requirements? Is there a list to choose from? Can you bring your own Caterer? ( see Checklist for Caters)
- \_\_\_\_\_ Are bar services provided, any bar minimums and requirements? Bartenders?
- \_\_\_\_\_ What are the rental hours? Overtime charge per hour?
- \_\_\_\_\_ Personnel overtime charge?
- \_\_\_\_\_ Corkage Fee? Cake cutting charge? Extra charges for champagne glasses? Plates for wedding cake?
- \_\_\_\_\_ Facility floor plan?
- \_\_\_\_\_ Changing Rooms? Waiting Rooms?
- \_\_\_\_\_ Discount for Weekdays rental versus weekend rental
- \_\_\_\_\_ Is there a Catering manager? – Their responsibilities?
- \_\_\_\_\_ Security Services available? Safe Deposit Rental?
- \_\_\_\_\_ Tables for signing in, cake display, gifts?
- \_\_\_\_\_ Does the price include a private room, staff, Taxes and Gratuity?
- \_\_\_\_\_ What is the set up time for decorations? Cake Delivery? Is Refrigeration available?
- Floral Delivery?
- \_\_\_\_\_ When is the deadline for final guest count?
  
- \_\_\_\_\_ Ballrooms – confirm which room will be rented for your reception.
- \_\_\_\_\_ Candles, Mirrors and other Decors
- \_\_\_\_\_ Chair Covers and Saches – See color selection
- \_\_\_\_\_ Chairs
- \_\_\_\_\_ Dance floor
- \_\_\_\_\_ Gift receiving table and storage area for gifts
- \_\_\_\_\_ Pictures of previous events – if available
- \_\_\_\_\_ Plates Table Cloths – color selection if possible
- \_\_\_\_\_ Tables
- \_\_\_\_\_ Utensils

Suggestion: Be sure to have a written contract for all your rented facility. Be sure to verify and confirm all items agreed upon in writing. Be sure to ask for everything you want before you sign the contract.