

Reception Site Comparison Chart

Questions	Possibility 1	Possibility 2
What is the name of the reception site?		
What dates & times are available?		
What is the maximum number of guests?		
What is the payment policy?		
What is the cancelation policy?		
Is a changing room available?		
Chair covers included?		
Centerpieces included?		
Sweet table included?		
Wedding cake included?		
Children's plates included?		
Gratuities included?		
Taxes included?		
Smoking permitted?		
Bar (open / cash / host)		
Is there handicap accessibility and parking?		
How many parking spaces are available for my guests?		
Total cost		

Reception Information Sheet

reception site:

address:

city:

postal code:

phone:

fax:

email:

contact person:

number of guests:

room:

room capacity:

beginning time:

ending time:

cocktails / hours d'oeuvres time:

meal time:

Equipment Includes:

Centerpieces

Chair Covers

Heaters

Electric Outlet

Musical Instruments

Other _____

Service Includes:

Waiters

Bartenders

Valet

Free Parking

Main Meal

Sweet Table

Cake

Children's Plate

Gratuities

Smoking

total cost:

deposit:

date:

balance:

due date:

cancellation policy:

