

Reception Site Worksheet

Budget: _____

Actual: _____

Date reserved Reception Site: _____

Deposit: _____ Due: _____

Balance: _____ Due: _____

Reception Site: _____

Contract/Coordinator: _____ Phone: _____

Address: _____

Location/Directions: (map available?) _____

Reception Floor Plan: (see reverse)

Grad/Prom Date: _____ Time: from _____ to _____

Capacity: _____ Standing: _____ Seated: _____

Type of reception: _____

Catering Service: (is outside catering acceptable? Is gratuity included?) _____

Kitchen facilities: (description) _____

Servers: (provided or extra?) _____ Cost: _____

Gratuities included? _____ Cost: _____

Tables & chairs: (how many & what style?) _____ Cost: _____

Linens & napkins: (color? types? sizes?) _____ Cost: _____

China & glassware: _____ Cost: _____

Restroom facilities: (handicap) _____ Cost: _____

Dance floor: (capacity & electrical?) _____ Cost: _____

Equipment available: (PA system, microphone, amplifiers) _____ Cost: _____

Decorations: (limitations? extra services provided? early access?) _____ Cost: _____

Do you provide security? _____ Cost: _____

Parking: (free, charge, or valet?) _____ Cost: _____

Important

Do you provide a contract? _____

What are the cancellation terms? _____

(If a contract is not provided, use this worksheet and have the service representative and date it.)

Signature _____

Date _____