

The Ultimate Wedding Planner

Receptions & Catering

Today's Bride®

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Did we mention
that this is a fillable-PDF?
You can add your information,
save it to your computer
& print as needed!

	LOCATION #1	LOCATION #2
Company Name		
Contact Name		
Address		
Telephone		
Website		
E-Mail		

How long have you been in business?		
How long have you hosted weddings?		
Do you have a business/liquor license?		
Have you won any awards?		
Belong to any national or local professional associations?		
How far in advance should I book your facility?		
Are there discounts for Friday night or Sunday afternoon receptions?		
Are there "off season" savings (Nov-April)?		
Is the catering office staffed during the entire reception?		
Do you have a wedding consultant? If so, what are his/her qualifications?		
Which rooms are available for receptions?		
What is the room max. & min. capacity?		
Do you have an in-house caterer?		
Are outside caterers allowed?		
How do you coordinate with other wedding services (musicians/florist/etc)?		
Is there a dance floor, and if so how large?		
Can the dance floor be placed anywhere?		
Is there a stage for the musicians?		
Can you customize a menu?		
Is there a taste test available for the menu selected? Is there a charge?		
Do they provide seated service, buffet, family style or food stations?		
For a buffet, do you charge per person or per plate?		
For a buffet, are the portions fixed or can guests have as much as they want?		

Company Name	LOCATION #1	LOCATION #2
What is the server to guest ratio?		
What do the servers wear during the reception?		
Can you provide special dietary meals?		
What is your standard bar package & cost?		
Is top shelf or house brand liquor served?		
Do you charge by the drink or by bottle?		
Is there an extra charge for bartenders?		
How many bartenders? What are tipping policies?		
Is a champagne toast included?		
Does the bar close during meal service?		
Do you provide a directional map to put with invitations?		
[For hotels] Do you have a special package for overnight accommodations?		
Do you have an outdoor location for photos?		
Do you provide cake-cutting service, and if so, is there an extra charge?		
Do you provide specialty bars, i.e. martini or coffee?		
Do you provide any special accommodations for children?		
Are meals for wedding vendors specially priced?		
Is there a coat check?		
Is there a valet service? Ample parking?		
Is there a fee for parking?		
Do you provide security?		
Is there a bridal room?		
How many restrooms do you have?		
Is the facility handicapped accessible?		
How soon before the reception is the room available for decorating/set-up?		
What are your decorating guidelines?		
Is clean up included?		
Do you have any in-house designers?		
Do you rent chair covers/linens/etc.? Are they extra or included in a package?		

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Company Name		
If the reception runs longer than contracted, are there penalties?		
Will there be another event before or after ours? If so, what is the time frame?		
When is final head count due?		
When is the deposit & final payment due?		
Do you have a written contract?		
Do you have liability insurance?		
What is your cancellation/refund policy?		
Can you provide references?		
Package #1 Description		
Package #2 Description		
Package #3 Description		

MY RECEPTION SITE IS: Facility: _____ Contact: _____
 Address: _____ Phone: _____
 Hours: _____ Email: _____ Website: _____
 Arrival Time: _____ Departure Time: _____ Room Capacity: _____ # to Attend: _____ Extra Costs: _____
 Clean-up Requirements: _____ Decoration Limitations: _____

Available Services: Bar/Bartenders Dance Floor Security Chairs Parking Tables Decorations
 Bridal Room Table Linens Coat Check Restrooms Caterer Kitchen Valet

MY CATERER IS: Company: _____ Contact: _____
 Address: _____ Phone: _____
 Hours: _____ Email: _____ Website: _____
 Final Count: _____ Due Date: _____ Payment Schedule: _____

Reception Style: Buffett Sit-Down Family Style Food Stations Hors d'oeuvres Cake & Desserts
Extras: Glasses China Silverware Chair Covers Linens Cake Cutting & Serving Bartenders
Beverages: Beer Wine Liquor Champagne Mixed Drinks Coffee/Tea Soft Drinks Other