

# Reception Checklist

Once you choose your venue, use this checklist to review your contract, plan out your ceremony, and more. Follow this and you'll be ready for the big day!

## MAKE SURE YOU...

- Call all references

REFERENCE 1: \_\_\_\_\_

REFERENCE 2: \_\_\_\_\_

- Read reviews
- If desired, schedule a second walk through during an event
- Take photos to show other vendors

WHEN: \_\_\_\_\_

- Confirm reservation in writing (email or hardcopy)
- Finalize your venue decision and reserve the site

WHEN	WHERE
CONTACT	PHONE
EMAIL	WEBSITE



## REVIEW YOUR CONTRACT

- Are all the names correct?
- Is contact information correct?
- Are date and times correct?
- Are specific room names specified?

ROOM NAMES: \_\_\_\_\_

- Set up time specified?

TIME: \_\_\_\_\_

- Rehearsal time specified?

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

- Balance due date specified?

BALANCE DUE: \_\_\_\_\_ DATE: \_\_\_\_\_

- Cancellation policy clear?
- Overtime charges clear?
- Proof of insurance and liquor license?
- Number of guests specified?

GUEST COUNT: \_\_\_\_\_

- Itemized list of what the venue will supply?

Napkins	Y / N	Parking	Y / N
Coatroom	Y / N	Other:	Y / N
Get Ready Room	Y / N	Other:	Y / N
Waitstaff	Y / N	Other:	Y / N

- Name of manager on duty during your event?

MANAGER: \_\_\_\_\_

- SIGN THE FINAL CONTRACT!

# RECEPTION CHECKLIST CONTINUED

## PLANNING THE RECEPTION

- Research traditional reception order of events

Order/events you like: \_\_\_\_\_

- Research religious reception traditions

Traditions you like: \_\_\_\_\_

- Set up a meeting to discuss decorations, and the table/seating plan with your contact person

- Plan and finalize seating chart

# OF GUESTS: \_\_\_\_\_ # OF TABLES: \_\_\_\_\_

Finalize overall structure and elements of ceremony:

Y / N Special party entrance

Y / N Speeches

PARENTS: \_\_\_\_\_

PADRINOS/TIOS: \_\_\_\_\_

Quince: \_\_\_\_\_

Y / N Dances

WALTZ: \_\_\_\_\_

SURPRISE DANCE: \_\_\_\_\_

## ORDER OF EVENTS

Y / N Crowning of the Quinceañera

Y / N Changing of the Shoes

Y / N Necklace/Ring/Bracelet


Y / N Last Doll

Y / N Waltz

Y / N Surprise Dance

Y / N Exit

## NOTES



### Highlight

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## RECEPTION CHECKLIST CONTINUED

### REVIEW YOUR CONTRACT

Contact rental company (if renting)

Rental Company: \_\_\_\_\_

Chairs	Y / N	#	_____
Chair Covers	Y / N		_____
Chair Sashes	Y / N		_____

#### TABLES

Square	Y / N	_____
Long	Y / N	_____
Round	Y / N	_____
Head	Y / N	_____
Bar/Serving Tables	Y / N	_____
Cake Table	Y / N	_____
Tent (# of SQ FT)	Y / N	_____
Dance Floor	Y / N	_____
Band Stage	Y / N	_____

#### DINNERWARE

Place Settings	Y / N	_____
Flatware Sets	Y / N	_____
Serving Pieces	Y / N	_____
Other:	Y / N	_____

#### GLASSWARE

Water Glasses	Y / N	_____
White Wine Glasses	Y / N	_____
Red Wine Glasses	Y / N	_____
Champagne Flutes	Y / N	_____
Bar Glasses	Y / N	_____
Other:	Y / N	_____

#### LINENS

Reception Table	Y / N	_____
Cocktail/Buffer Table	Y / N	_____
Overlays	Y / N	_____
Napkins	Y / N	_____
Other:	Y / N	_____
Portable Toilets	Y / N	_____

### DÉCOR AND ITEMS NEEDED

Candles	Y / N	#	_____
Lights	Y / N		_____
Place Cards	Y / N		_____
Seating Chart	Y / N		_____
Centerpieces	Y / N		_____
Centerpiece Details:			_____
Head Table Arrangements	Y / N		_____
Cake Toppers	Y / N		_____
Favors	Y / N		_____
Silk Bouquet	Y / N		_____
Photos	Y / N		_____
Flowers	Y / N		_____
Other:	Y / N		_____
Other:	Y / N		_____
Other:	Y / N		_____

