

Planning the reception

- Reserve the reception site

Reception site _____

Address _____

Phone _____

Contact _____

- Ask about any restrictions (liquor, decorations, birdseed, etc.) _____

- Find out what supplies are provided by the facility/caterer, and purchase or rent supplies needed for the reception

- Guest register table
- Gift table
- Cake table
- Place card table
- Buffet tables
- Guest tables
- Chairs
- China dinnerware
- Plastic/paper dinnerware
- Silver flatware
- Plastic flatware
- Cloth napkins
- Paper napkins
- Cloth tablecloths
- Plastic/paper tablecloths
- Serving bowls/dishes
- Utensils
- Trays
- Bubbles, rice, birdseed, flower petals to toss
- Audio equipment
- Microphone
- Lighting
- Mirror ball
- Dance floor
- Staging
- Portable floor
- Coat/hat rack
- Tents
- Trash cans
- Portable toilets



- Hire a caterer, if not provided by facility
- Plan the menu
- Hire the wedding professionals
 - Reception coordinator _____
 - _____
 - _____
- Band, DJ or musicians _____
- _____
- _____
- Photographer/videographer _____
- _____
- _____
- Caterer _____
- _____
- _____
- Bakery _____
- _____
- _____
- Master of Ceremonies _____
- _____
- _____
- Florist/decorator coordinator _____
- _____
- _____
- Rental company _____
- _____
- _____
- Transportation _____
- _____
- _____
- Confirm all reception details one month before wedding