

windsor essex county WEDDING GUIDE

www.TheWeddingGuide.ca

Reception Checklist

Complete this checklist below with your Banquet Manager or Caterer to determine your needs and costs.

| | |
|---------------------------|--------------------|
| Number of Guests | |
| Room Capacity | |
| Hours Available | |
| Menu Selection Date | |
| Setup Time | |
| Head Count Deadline | |
| Deposit Due | |
| Final Payment Due | |
| Taxes & Gratuity Included | Yes _____ No _____ |

| | PROVIDED? | AVAILABLE | COST |
|------------------------|-----------|-----------|------|
| Private Room | | | |
| Staff | | | |
| Catering Service | | | |
| Head Table | | | |
| # of Guest Tables | | | |
| Linens (colour) _____ | | | |
| China | | | |
| Stemware/Glassware | | | |
| Flowers | | | |
| Cake | | | |
| Cake Cutting | | | |
| Cake Table | | | |
| Guest Book Table | | | |
| Gift Table | | | |
| Stage | | | |
| Sound System | | | |
| Piano | | | |
| Beverages | | | |
| Bar/Bartender | | | |
| Decorations | | | |
| Clean-Up | | | |
| Champagne | | | |
| Corkage | | | |
| Valet Parking | | | |
| Receiving Line Area | | | |
| Wedding Coordinator | | | |
| Menu select deadline | | | |
| Deposit deadline | | | |
| Final payment deadline | | | |