

RECEPTION *checklist*

The checklist below should help you confirm all your reception needs as they are finalized.

NEED	VENDOR CONTACT/PHONE
<input type="checkbox"/> Staff	
<input type="checkbox"/> Head table	
<input type="checkbox"/> # of guest tables	
<input type="checkbox"/> Cake table	
<input type="checkbox"/> Linens	
<input type="checkbox"/> China	
<input type="checkbox"/> Stemware	
<input type="checkbox"/> Glassware	
<input type="checkbox"/> Flowers	
<input type="checkbox"/> Cake	
<input type="checkbox"/> Cake cutting charge	
<input type="checkbox"/> Stage	
<input type="checkbox"/> Sound system	
<input type="checkbox"/> Piano	
<input type="checkbox"/> Guest book table	
<input type="checkbox"/> Gift table	

NEED	VENDOR CONTACT/PHONE
<input type="checkbox"/> Catering service	
<input type="checkbox"/> Bar	
<input type="checkbox"/> Bartender	
<input type="checkbox"/> Decorations	
<input type="checkbox"/> Clean up	
<input type="checkbox"/> Champagne toast	
<input type="checkbox"/> Valet parking	
<input type="checkbox"/> Taxes & gratuity	
<input type="checkbox"/> Receiving line area	
<input type="checkbox"/> Wedding coordinator	
Head count deadline	
Menu selection deadline	
Deposit deadline	
Final payment deadline	

