

The location, food, drinks, decor and entertainment all play important roles in creating the perfect ambiance and will have to be arranged carefully. Choosing a location will determine many things about your wedding day, such as what the style and formality of the attire will be, and whether or not you will hire a separate food and beverage caterer.

- May I tour your site?
- May I see photographs or other receptions held here?
- What areas and rooms will we have access to? Are there any restrictions?
- Are there convenient and adequate restrooms?
- Are there adequate electrical outlets for the entertainer?
- Do you provide any equipment such as a sound system, AV or PA system?
- Are there any restrictions on decor, photography, videography, smoking or bar service?
- Is there ample parking for guests?
- Are offsite caterers allowed?
- Do you have any other events scheduled the day of my wedding? How many events do you allow to be scheduled per day?
- Is there a certain time when we must leave?
- How far in advance must I book your services?
- What is your cancellation policy?
- Is a deposit required? If so, when and how much?

Ask the Right Questions

RECEPTION PLANNER

planner

RECEPTION

Old-world, ornate

Modern

Formal

Rustic

Fun, funky

Casual

Intimate

SITE FEATURES

Great entrance

Hardwood floors

Nice changing area/restrooms

Dance floor meets my size requirements

COLOR SCHEME

Pastels

Jewel tones

Neutral tones

Bold/bright

RENTALS AVAILABLE

Tables

Chairs & chair covers

China, glassware, silverware &

servicing dishes

Linens

SERVICES PROVIDED

Rooms

Food

Beverage/Alcohol

Adequate parking

Coat check

On-site wedding coordinator

Staff to cut the cake

PROVIDED

Head table

Guest tables

Cake table

Guest book table

BRINGING OWN DECORATIONS

What are decorating restrictions?

When can decorations/favors come in?

DATES AVAILABLE SIZE

Small (<100)

Medium (100-250)

Large (250+)

LOCATION

Indoor

Outdoor

Same site as ceremony

USED FOR

Ceremony

Reception

Dressing