



Cherish Wedding Invitations

Reception Worksheet

Reception site name: _____

Address: _____

Appointment scheduled: _____

Contact: _____

Telephone: _____

Date available: _____

Time available: _____

Facility rental includes:

Chairs	<input type="text"/>	Linens	<input type="text"/>	Skirting	<input type="text"/>	Servers	<input type="text"/>
Tables	<input type="text"/>	Security	<input type="text"/>	Decorations	<input type="text"/>		<input type="text"/>
Janitorial services	<input type="text"/>	Plates / silverware	<input type="text"/>	Music	<input type="text"/>		<input type="text"/>

Fee for site: \$ _____ Deposit: \$ _____

Floor plan / layout: _____

Parking: _____

Distance from ceremony: _____

Catering requirements: _____

Alcohol policy: _____

Restrictions: _____