

Reception Checklist

(as featured in the Columbia Bridal Associates [Bridal Guide](#))

There is a myriad of details to investigate before committing to contractual agreements for your wedding reception. Once you've checked off all these points and made your decisions, get in writing everything you expect.

The Location

- ◇ Proximity to the ceremony site
- ◇ Date availability and discount days to consider
- ◇ Rental fee and what it includes
- ◇ Time allowed to decorate the space for the day of the wedding
- ◇ Using the location for a ceremony as well, if desired
- ◇ Whether there will be other receptions that day
- ◇ Number of guests the space will accommodate comfortably
- ◇ Terms of liability insurance
- ◇ Ratio of staff to guests
- ◇ Overtime charges
- ◇ Postponement/cancellation refund policy
- ◇ Gratuities and taxes
- ◇ Escalation clause
- ◇ Availability of valet parking
- ◇ Coat check accommodations
- ◇ Clean restroom facilities
- ◇ Number of security personnel
- ◇ Room for changing
- ◇ Means of handicapped access
- ◇ The availability of a nursery or babysitter

Food and Beverages

- ◇ Meal options, from a seated dinner to a dessert only reception
- ◇ Price per guest
- ◇ Special meals to accommodate restricted diets
- ◇ Method of payment
- ◇ A date for a tasting menu and tour of the site with a wedding in progress
- ◇ Dessert table policy
- ◇ Availability of nonalcoholic beverages
- ◇ Top-shelf wine and alcohol v. house brands
- ◇ Cost of open bar vs. time-limited cocktail service or cash bar
- ◇ Possibility of bringing in your alcohol and amount of corking fee
- ◇ Supplier of the wedding cake and cutting fee
- ◇ On-site coordinator

Miscellaneous

- ◇ Musicians
- ◇ Florist
- ◇ Photographer/videographer
- ◇ Cake knife/server
- ◇ Food for musicians
- ◇ Wedding guest book
- ◇ Gift table
- ◇ Seating plans/place cards
- ◇ Decorations
- ◇ Favors
- ◇ List of photos

Off-site Location

Basic Rentals

- ◇ Restroom facilities
- ◇ China
- ◇ Linens/table skirts
- ◇ Restroom facilities
- ◇ Lighting/electrical outlets
- ◇ Heaters and/or air conditioners
- ◇ Bar equipment
- ◇ Chairs/tables
- ◇ Cutlery/utensils
- ◇ Dance floor
- ◇ Glassware
- ◇ Tent

— Adapted from **Modern Bride**