

Reception



Reception site	
Address	
Contact person	
Phone/Fax	
Email	
# of guests/tables:	
DECORATIONS	FLORAL
Table skirts (color):	Centerpieces:
Napkins:	Dining Table:
Dining table:	
Candles:	BAR
Favors:	
AUDIO/VISUAL EQUIPMENT	PARKING
Costs:	
Food	
Setup/service	
Other charges	
GRAND TOTAL:	
Notes:	