



Wedding Reception Worksheet

Bride's Contact Information

Bride's Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
CellPhone _____ EMail _____

Additional Contact

Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ E-Mail _____

Ceremony Information

Wedding Date _____ Estimated # of Guests _____
Location of Wedding Ceremony _____
Time of Ceremony _____ Length of Ceremony _____
Receiving Line: Ceremony Location DECC
Photos Taken: Before Ceremony After Ceremony
Room Reserved for Reception _____
Hotels _____

Reception Schedule

Guests Arrive _____ p.m. Bride & Groom Arrive _____ p.m.
Bar Opens _____ p.m. Bar Closes _____ a.m./p.m.
Hors d'oeuvres Served _____ p.m. Dinner Served _____ p.m.
Dance Begins _____ p.m. Dance Ends _____ a.m./p.m.
Additional Reception Hour Fee: Yes No \$ _____

Room Set Up

Head Table: On Floor On Riser King's Table None
Head Table: # of People _____ Microphone: Yes No
Guest Book Table: Yes No Gift Table: Yes No
Place Card Table: Yes No DECC Table #'s: Yes No

Groom's Contact Information

Groom's Name _____
Address _____
City _____ State _____ Zip Code _____
Home Phone _____ Work Phone _____
Cell Phone _____ E-Mail _____

Decorating

Wedding Color(s) _____
Table Skirting Color:
White Black Hunter Green Burgundy Red Blue
Dining Napkin Color _____
Cocktail Napkins Provided by Bride and Groom: Yes No
Centerpieces (Description) _____

Provided By _____
Delivery Time _____ Decorating Time _____
Tablecloths on Dining Tables for Decorating: Yes No
All Skirted Tables in Place for Decorating: Yes No
DECC Mirrors: Yes No
DECC Votive Candles: Yes No Number per Table _____
Decorating Lift Fee: Yes No Occasions /Paper Capers
Favors for Each Guest: Yes No _____
DECC to Place Favors on Tables: Yes No
Number of Reserved Tables: _____

Slide Show

Slide Show: Yes No Begins: _____ pm
Audio For Slideshow From DECC Mixer or DJ Mixer:
DECC: DJ:
DECC Screen: Yes No DECC AV Cart: Yes No

Parking Arrangements

Host Pays for Parking Guests Pay for Parking
Total Needed Parking Passes: _____

Bar/Beverage Information

Host Bar: Yes No Begins _____ Ends _____
Bill To _____

Cash Bar: Yes No Begins _____ Ends _____

Keg Beer: Yes No Brand _____ # of Kegs _____
Bill To _____

Bottled Beer Available as well?: Yes No

Host Soda: Yes No Begins _____ Ends _____
Bill To _____

Punch: Yes No Number of Gallons _____

Champagne: Yes No Passed: Yes No

Offer to Guests for Toast:
After Salad, Before Entrée After Entrée, Before Cake

Champagne Selection _____
Bill To _____

Wine: Yes No Passed: Yes No
Offer Once with Dinner Offer Twice with Dinner

Wine Selection(s) _____
Bill To _____

Bride and Groom 21 or Older: Yes No
Bridal Party 21 or Older: Yes No
Bridal Party Must Be Prepared to Show ID

Hors d'oeuvres

Selection(s) _____

Special Instructions _____

Dinner

Selection(s) _____

Special Instructions _____

Children's Meals: Yes No Estimated # _____
Vegetarian Meals: Yes No Estimated # _____

Dance/Entertainment

Band DJ Name _____

Phone Number _____ Set Up Time _____

Riser Size: 8'x12'x24" 8'x16'x24" Other _____
No Riser: 8'Skirted Table:

Social Hour Music Provided by:
DJ/Band DECC None Other _____

Dinner Music Provided by:
DJ/Band DECC None Other _____

DECC Piano (\$100 Rental Fee): Yes No

Wedding Cake

Cake Provider _____ Phone # _____

Delivery Time _____ Electricity for Cake: Yes No

Top of Cake: With Delivery Bride and Groom Provide

DECC Staff Cuts and Serves Cake (No Charge) Yes No

Sheet Cakes Served from Kitchen: Yes No

Save Top Layer of Cake: Yes No

Cake Table Shape: Round Rectangle Square

Cake Knife: Bride & Groom Provide DECC Provides

Cake Napkins Provided by Bride and Groom: Yes No

Deadlines and Payment

Two months prior to your reception, planning should begin with your DECC wedding planner.

Six weeks prior to your reception, menu selections and all details regarding your event are due.

One month prior to your reception, an estimated invoice will be sent.

Five days prior to your reception, a guarantee of the number of meals to be served is required. The estimated charges are due at this time. A final invoice for the actual charges incurred during your reception will be billed following your event and is due upon receipt.

Special Instructions

