

TULSA WORLD

Reception Site Checklist

Location

Date available _____

Time available _____

Length of reception _____

Minimum/maximum number of guests _____

Cancellation policy _____

Parking attendants _____

Adequate rest room facilities _____

Number of security personnel _____

Changing room for wedding party _____

Handicapped accessible? _____

Nursery or babysitter available _____

Food and Beverages

Meal options: Hors d'oeuvres, dessert only or seated dinner _____

Menu selection #1 _____

Price per guest _____

Menu selection #2 _____

Price per guest _____

Hours available _____

Method of payment _____

Number of waiters needed _____

Alcohol availability _____ Additional Fee? _____

Supplier of the wedding cake _____

Linens: rental fee? _____

Tables, chairs & china: rental fee? _____ Size of tables _____

Gratuities _____

Entertainment

Band fees _____

Stage needed? _____

Dance floor? _____

Gratuities _____

Miscellaneous

Photographer Videographer Florist Cake Knife/Server Place Cards

Decorations Favors