



Reception Site Question List:

Vendor Name: _____

Vendor Address: _____

Phone: _____

Contact Person/Manager: _____

Question	Comments
How many guests can they accommodate?	
What type of tables ? Round, square, rectangle	
How many guests per table	
Do they have a dance floor?	
How can guests be served? Buffet/sit-down/either	
Do they have In-House Catering?	
Do they provide a list of caterers?	
Can you bring in your own caterer?	
Are kitchen facilities available for food preparation/ refrigeration/stove	
Table settings available or to be provided by caterer/if outside caterer	
Ample parking and access for guests	
Is alcohol allowed?	
Are there any areas off limit?	
Is there enough electric outlets to accommodate all needs?	
Can the ceremony be held on site?	
If so, is there an appropriate area?	
Are other events held at the same time that may effect your reception?	
How long of a time period do you have the site for?	
Is there anyone that will be coming in before or after you?	
Extra Costs	
Valet	
Coat Check	
Decoration Restrictions?	
Pricing Options ...	
Cancellation Policy	
Deposit required	
I have obtained a copy of the vendor contract	
Other:	