

Your Wedding Planner

The setting for your wedding reception is at the heart of your planning. When choosing your reception venue, you need to take several considerations into account, such as the number of guests, your budget and theme, its proximity to the ceremony venue and the time of day you wish to have your reception. Before securing a booking, you might like to dine at one or more possible venues and take note of the décor and atmosphere, standard of food and service, and value for money. Make sure you request a detailed estimate and a confirmation of your booking in writing.

venue

Venue name.....
 Contact.....
 Address.....
 Phone..... Mobile.....
 Email.....
 Website.....
 TOTAL PRICE.....
 Venue hire..... price.....
 Deposit..... date due.....
 Balance..... date due.....
 Cancellation terms.....
 Cancellation fee.....

guests

Number of adult guests..... price per head.....
 Number of children..... price per head.....
 Total number of guests..... total price.....
 Final guest numbers..... date to confirm.....

facilities

Available rooms.....
 Capacity.....
 Ceremony space.....
 Marquee.....
 Display and storage areas for presents.....
 Public address/sound system.....
 Entertainment and dance area.....
 Bar.....
 Car parking.....
 Wheelchair and pram access.....

package includes

Flowers.....
 Cake.....
 Entertainment.....
 Decorations.....
 Photographer.....

Officiant.....
 Wedding consultant.....
 Other.....

tables

Seating plan to include.....
 Number of tables.....
 Number of people per table.....
 Number of people at head table.....
 Names and places of people per table.....

Layout of tables

Organised by..... date required.....
 Placenames.....
 Organised by..... date required.....
 Decorations (e.g. candles, vases of flowers, centrepieces).....

Organised by..... date required.....

Head table decorations

Organised by..... date required.....

Favours

Organised by..... date required.....

helpers

Number of helpers.....
 (e.g. delivery of flowers, alcohol, decorations etc.).....
 Name.....
 Phone.....
 Role.....
 Name.....
 Phone.....
 Role.....
 Name.....
 Phone.....
 Role.....



