

**WEDDING RECEPTION
PHYSICAL SETUP**

Head table for Bridal party? _____ How many? _____

Music or entertainment (circle appropriate selection)

Disc Jockey Piano Band

If band, how many pieces will be involved? _____

How many people to be seated? _____

- * We usually seat 6 people for round tables.
- * If you are planning to dance, remember to allow a dance floor area.

Do you wish to have any tables reserved for the immediate family of the Bride and Groom? _____

If yes, how many? _____

Do you need tables for the following:

Cake table yes no

Food table yes no

Gift table yes no

Order cloths and/or drapes for tables from food service.

Are you planning to have a guest book? _____

We will provide you with a floor lectern to place it on.

Will you need a microphone for toasts? _____

Please provide us with the name & arrival time of the following:

Decorating of Room _____

Florist _____

Cake Decorator _____

Entertainers _____

Wedding Official _____

Photographer _____

Outside Equipment Rental (if approved) _____

Guests _____